SpellCatcher™

User Manual

C&G CASADY & GREENE

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SpellCatcher™

Programmed by Evan M. Gross
HTML Dictionary by Richard P. Synergy
Quote Module written by Gary Nunes
Dictionaries and Thesaurus© Pursang and Proximity

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Important Note:

As with any spelling checker, there are some limitations of Spell Catcher. Spell Catcher accesses its dictionaries with a method known as "hash coding." Instead of keeping a huge list of spelling words to search through every time a word is checked, hash coding allows Spell Catcher to reduce its dictionaries to a simple table which represents the list of words.

The drawback to this process is that you may infrequently encounter "hashing errors." For an explanation on how these errors are generated, see page 34 in the Spell Catcher Spelling Scheme section of this manual.

CHAPTER 1: SPELL CATCHER OVERVIEW

HOW TO USE THIS MANUAL

This manual provides a complete explanation of how to install and use Spell Catcher. However, there's a lot of information presented here, and you don't need to absorb all of it in order to use Spell Catcher. Here's a brief guide to the most efficient use of this manual:

IF YOU'RE A NOVICE MACINTOSH USER

Read this **OVERVIEW** section to find out about Spell Catcher's capabilities. Follow the steps in **CHAPTER TWO** (Installation and Configuration); ignore the **FAST SETUP** section. Finally, work through **CHAPTER THREE** to get some experience using Spell Catcher. After you've done that, you may want to look at specific sections in **CHAPTER FOUR** to find out more about Spell Catcher's capabilities or how to use Spell Catcher with specific types of programs.

IF YOU'RE AN EXPERIENCED MACINTOSH USER

It's worth your time to look over this **OVERVIEW** to find out more about Spell Catcher. Jump to the **FAST SETUP** section to get Spell Catcher installed right away. From there, you might want to look at the **REFERENCE** section for information on specific features.

IF YOU WANT TO KNOW HOW TO USE A SPELL CATCHER FEATURE

Look in the **REFERENCE** section for an explanation of each feature. Also, the **QUICK-START TUTORIAL** is a good place to learn about features and how they are used in practice, while the chapter **USING SPELL CATCHER** gives you specifics about performing useful tasks with Spell Catcher.

IF YOU WANT TO GET THE MOST OUT OF SPELL CATCHER

Read through both **CHAPTER THREE** and **CHAPTER FOUR**; you'll get plenty of useful information from both places, and it won't take you that long.

WHAT IS SPELL CATCHER?

Spell Catcher is a Macintosh system control panel which adds an interactive spelling checker (it works as you type!), a full-featured thesaurus, and shorthand expansion capability to virtually any Macintosh application you use. In addition, Spell Catcher's GHOSTWRITER feature can keep a backup record of all your keystrokes, helping you reconstruct your work after a system crash or power failure. The Spell Catcher software includes the following:

The **Spell Catcher™** control panel, which makes Spell Catcher's menu and features available in any of your programs.

The **Spell Catcher Folder**, which is stored in your System folder and contains a number of special files known as **Compatibility Modules** and **Selection Modules**.

- **Compatibility Modules** let Spell Catcher work correctly with certain Macintosh programs, particularly ones that use sophisticated text formatting.
- **Selection Modules** add features to the MODIFY SELECTED submenu in the Spell Catcher menu.

Spell Catcher uses both **Compatibility Modules** and **Selection Modules** automatically, so that after installation, you never have to access these files directly.

The **Spell Catcher Reference Sources** folder, which provides the dictionaries, glossaries, and other references, is stored in your **Spell Catcher Folder** in your **System Folder**. These reference sources are subdivided into main spelling dictionaries, supplementary spelling dictionaries, shorthand abbreviation glossaries, and the thesaurus. Each of these reference sources is stored in a separate file, which Spell Catcher accesses as needed.

- Some, like the **Large Dictionary** and **Large Thesaurus**, are stored in special uneditable formats that only Spell Catcher can understand.
- Others, like supplementary dictionaries and shorthand glossaries, are stored in *SimpleText* files that you can edit with Spell Catcher or your favorite word processor.

These files will be installed in the **Spell Catcher Reference Sources** folder in your **Spell Catcher Folder** in your **System Folder** (where Spell Catcher can find them automatically). You may move them to any other folder you choose, but you will have to show Spell Catcher where they are.

Inside the **Spell Catcher™ Folder** there are three folders:

- The **Additional Reference Sources** folder which contains three main dictionaries and one supplemental dictionary:

  The *Engineering/Scientific* dictionary

  The *Legal Dictionary*

  The *Medical Dictionary*

  The *HTML Supplemental Dictionary*
- The **Spell Catcher Sounds** folder
- The **Spell Catcher Utility** folder

The **Spell Catcher™ Utility** is an application program which allows you to make advanced modifications to your main and supplementary spelling dictionaries. Using the utility you can permanently add words to a main dictionary, create a new main dictionary, alphabetize a supplementary dictionary or shorthand glossary, or convert a user dictionary you have already created in another program into a Spell Catcher supplementary dictionary.

What Does Spell Catcher Do?

Interactive Checking

Spell Catcher's **Interactive Checking** option monitors every keystroke as you type, alerting you the instant it suspects an error. It watches for errors in spelling, capitalization, basic punctuation, and double words. The alert signal can be your choice of a computer-generated tone, a system beep sound, or a simple flash of the menu bar.

When you receive an alert, you can ignore the error and keep typing, correct the error yourself, or get Spell Catcher to suggest an alternative spelling and make the correction. If Spell Catcher signals a spelling error for a word that is spelled correctly, you can add the unknown word to a supplementary dictionary so Spell Catcher will recognize it in the future.

Checking a Selection

Spell Catcher also lets you check for errors in text that has already been typed. When you choose the **Check Selected...** command, Spell Catcher scans through all the text that is currently selected, alerting you to the same kinds of errors and giving you the same options as with **Interactive Checking**.

The Shorthand Glossary

Spell Catcher's shorthand glossaries expand as you type abbreviations that you've defined. To use this feature, you must define your abbreviations and expansions as entries in a glossary text file, which can be created in Spell Catcher or any word processor. Once you activate your glossary, Spell Catcher immediately expands your abbreviations the instant you finish typing them.

Shorthand glossaries can also be used to automatically correct frequent typos or misspellings. Just define the error as a glossary abbreviation, and its correction as the corresponding glossary expansion, and you'll never make that misspelling again.

Spell Catcher's glossary also has a built-in function to insert the current date or time.

Interactive Smart Quotes

While you type, Spell Catcher can automatically change typewriter-style quote marks (' and ", which are actually foot and inch marks) into proper typographer's quotes (‘ ’ and “ ”). To help beginning desktop publishers break an old habit associated with monospaced vs. proportional fonts, Spell Catcher can also prevent you from accidentally typing double spaces between sentences.

The Thesaurus

Spell Catcher's thesaurus can show you definitions as well as synonyms, antonyms, and related, compared, and contrasted words for any word you type or select. In the thesaurus window, you can follow definition threads from one word to another, displaying entries until you find just the word you want. Then, simply double-click your final choice, and Spell Catcher automatically substitutes it for the word you originally looked up.

Selection Modules

Spell Catcher's selection modules (found in the **Modify Selected** submenu) perform various operations on any selection of text. Examples include modules that adjust capitalization, a **Smarten Quotes** module that replaces typewriter-style quote marks (' and ") with proper typographer's quotes (‘’ and “ ”), as well as many more things. You can even batch-process files, performing the equivalent of multiple search-and-replace operations with one command.

Ghostwriter

Spell Catcher's **Ghostwriter** feature can provide an extra safety net to prevent the loss of your work. **Ghostwriter** can record all the keystrokes you type, saving them into a *SimpleText* file log inside the **Spell Catcher Folder** in the **Ghostwriter Files** folder. Nothing can substitute for saving your work often and making regular backups, but after a system crash or power failure, **Ghostwriter** lets you salvage the text of your work and gives you a starting point from which you can reconstruct your document.

CHAPTER 2: INSTALLATION AND CONFIGURATION

✎ *NOTE: The instructions in this chapter assume that you know how to: locate the* **System Folder** *on your hard disk; work with floppy disks; copy files in the Finder; use menus and windows; and open, close, and save documents. If you haven't learned these fundamental Mac skills yet, please consult your Macintosh user's guide before trying to install Spell Catcher.*

SYSTEM REQUIREMENTS

Spell Catcher requires the following Macintosh hardware and system software to operate:

- Macintosh SE or better.
- System 7.0 or higher. You can find out what System version your Macintosh is using by selecting **About this Macintosh...** from the Finder's menu. If you need an update, the current version of System software is available from your local Apple dealer or user group.
- 4 or more megabytes of memory (RAM). If you have less than 8 megabytes of RAM we highly recommend using the Small Installation of Spell Catcher. The amount of memory installed in your Macintosh is also listed in the **About this Macintosh...** screen.
- Approximately 1.5 megabytes of hard disk space.

INSTALLATION

Getting Spell Catcher up and running involves a two-part process: installing the Spell Catcher software from the included master disks, and configuring Spell Catcher to work with your existing applications and desk accessories. This section gives step-by-step installation instructions. CONFIGURATION is described later in this chapter.

EXPERT INSTALLATION & CONFIGURATION SUMMARY

This section summarizes the necessary steps to get Spell Catcher up and running on your computer. Expert Macintosh users can use this summary to easily get started.

- Put the Spell Catcher™ Disk 1 in your Macintosh and double-click the **Spell Catcher™ Installer** icon. Follow the on-screen instructions.
- Upon restart you will be prompted to personalize your copy of Spell Catcher. In order to do this, you will need to enter your name and serial number, located on the back of Disk 1 and on the first page of this manual.
- Open the **Spell Catcher™** control panel. Click the **Add Apps.** button in the dialog that appears and find the applications (or the application aliases) in which you want Spell Catcher to be activated. Click [**Add**] to add an application, then click the [**Done**] button.
- Open one of the applications where you've activated Spell Catcher. In the Spell Catcher menu, select **Preferences...**. Go through the preference screens and change the settings to your tastes.

- Click on the **Preferences...** button to bring up a list of the available Spell Catcher references. (The references are located in the **Spell Catcher Reference Sources** folder in the **Spell Catcher Folder** in your **System Folder**.) From this dialog you can also edit or create custom glossaries. When you're done, close the **Spell Catcher™** control panel.

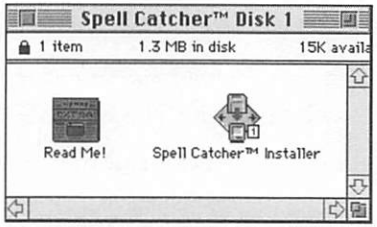

Figure 2-1. Spell Catcher disk contents

STEP-BY-STEP INSTALLATION

A. Restart your machine with the extensions off. You can do this by holding down the [shift] key when you restart.

B. Insert the Spell Catcher™ Disk 1 into your Macintosh.

C. Double-click on the **Spell Catcher™ Installer** icon on the **Spell Catcher** program disk (*Figure 2-1*).

D. A startup window will appear; click the [Continue] button.

E. The **Spell Catcher™ Manual Addendum** window appears (*Figure 2-2*). Here you can read some of the latest information that didn't make it into the manual.

- Use the [Save...] button to save the contents of this window to a text file.
- Use the [Print...] button to print out the contents.
- Click [Cancel] to stop the installation.
- Click [Continue] to continue the installation process.

Spell Catcher™ v1.5.6 Installer
Here are some things you should know about Spell Catcher™. You may wish to Save or Print this document for future reference.
Before you install Spell Catcher you should make sure you have turned all your extensions off! You can turn off all extensions by restarting and holding down the shift key until the "Welcome to Macintosh, Extensions Off" message appears.
Spell Catcher™ Manual Addendum
Additional Dictionaries
Spell Catcher ships with three additional main dictionaries, all containing around 20,000 words each. If you do a Standard Install you will
Save...
Print...
Cancel
Continue

Figure 2-2. Spell Catcher Manual Addendum window

F. Once you click the [Continue] button, the **Spell Catcher™ Full Install** window appears (*Figure 2-3*). This installation puts all the Spell Catcher files on your startup disk if you click the [Install] button.

- Click [Quit] to cancel the installation.
- To install a smaller version of Spell Catcher or to update your existing **Spell Catcher™** control panel, click the [Custom] button.

Figure 2-3. Spell Catcher Full Install window

G. The **Spell Catcher™ Small Install** (Custom) uses the Small Dictionary and Small Thesaurus and leaves out the Additional Reference Sources and the sound files, saving about 900K in disk space (*Figure 2-4*).

H. After you've clicked (Install), all of the necessary Spell Catcher files are copied to your startup disk. Your Spell Catcher installation is now complete!

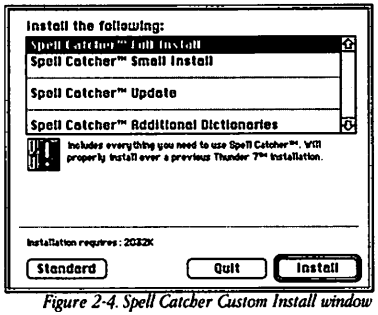
Install the following:
Spell Catcher™ Full Install
Spell Catcher™ Small Install
Spell Catcher™ Update
Spell Catcher™ Additional Dictionaries
Includes everything you need to use Spell Catcher™. Will properly install over a previous Thunder 7™ installation.
Installation requires: 2032K
Standard
Quit
Install

Figure 2-4. Spell Catcher Custom Install window

Minimum Installation

If you want to minimize the amount of disk space that Spell Catcher requires, Spell Catcher can function without many of the usual files. However, not all of the features will be available.

At a minimum, you'll need to install the **Spell Catcher™** file (which is the actual Spell Catcher Control Panel) and at least one reference file (typically the **Small Dictionary**, which is in the **Spell Catcher Reference Sources** folder) and possibly a thesaurus (either the **Small Thesaurus** or the **Large Thesaurus**). You will also need to have compatibility modules for any programs that you use regularly. With these points in mind, you can save space by doing the following:

- Removing extra compatibility modules, which are in the **Compatibility Modules** folder inside the **Spell Catcher Folder**. You'll need to keep any compatibility modules for programs that you use. Each compatibility module's name indicates the program that it is designed to work with (except the one named RTF, which works primarily with newer versions of *Microsoft Word* and *Microsoft Excel*, as well as any other programs which make use of Rich Text Format).
- Removing extra reference files, which are in the **Spell Catcher Reference Sources** folder. You'll need one main dictionary (either **Small Dictionary** or **Large Dictionary**) if you want to check spelling. You'll need **Large Thesaurus** if you want to use the thesaurus. You'll need a shorthand glossary file if you want to use shorthand glossaries.
- Removing any or all of the selection modules, which are in the **Modify Selected Modules** folder inside the **Spell Catcher Folder**. These files add extra features to the **Modified Selected** submenu in the Spell Catcher menu, but Spell Catcher can function without them.
- If you want to conserve space on your startup disk, and have other disks available, you can move the **Spell Catcher Reference Sources** folder to another disk. If you do so, you'll have to tell Spell Catcher where you put it, but there are no other adverse effects. For help, see the **Configuration** section on the next page.

If you customize the Spell Catcher installation using the suggestions above, it is very important to make sure that you maintain the folder names and locations for all the files you do install.

CONFIGURATION

Once you have installed Spell Catcher, you must configure it to work with your existing applications and desk accessories. There are two aspects to this configuration: choosing which reference files (such as spelling dictionaries or the thesaurus) you want Spell Catcher to use, and telling Spell Catcher which applications and desk accessories to be activated in.

Once installed, Spell Catcher is already set to use its standard reference files (which are stored in the **Spell Catcher Reference Sources** folder in the **Spell Catcher Folder** inside your **System Folder**). For most users this default configuration is ideal, but if you want to make changes, refer to the CONFIGURING REFERENCE SOURCES section on page 10.

CONFIGURING PROGRAMS

Spell Catcher can be activated or deactivated in any application or desk accessory by using the **Spell Catcher** Control Panel. To get to the **Spell Catcher** Control Panel, you can choose **Control Panel...** from the Spell Catcher menu (if Spell Catcher has been activated in that program), or select **Control Panels** from the menu. A window opens which displays the control panels installed on your Macintosh. Locate the **Spell Catcher™** icon and double-click it to open the **Spell Catcher** Control Panel.

SPELL CATCHER CONTROL PANEL

The middle part of the **Spell Catcher** Control Panel (*Figure 2-5*) shows a list of all the applications and desk accessories in which Spell Catcher is currently active. Three buttons for adding and removing applications and desk accessories appear to the left of the list.

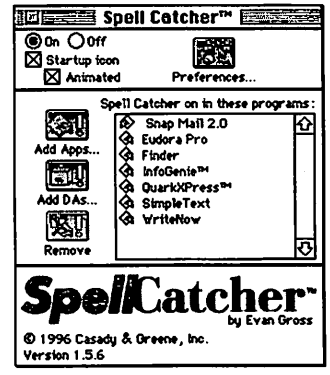

Figure 2-5. Spell Catcher™ control panel

NOTE: *As long as the Spell Catcher control panel remains open, Spell Catcher's menu and features are not available in any program. When you close the control panel, Spell Catcher is immediately accessible in any program included in the application and desk accessory list.*

ADDING APPLICATIONS

To add an application to the list (which activates Spell Catcher in that application), do the following:

1. Click the **Add Apps...** button. A simple Open dialog box appears (*Figure 2-6*) showing the contents of your hard disk(s).
2. Navigate through the folders to locate the application you wish to add.

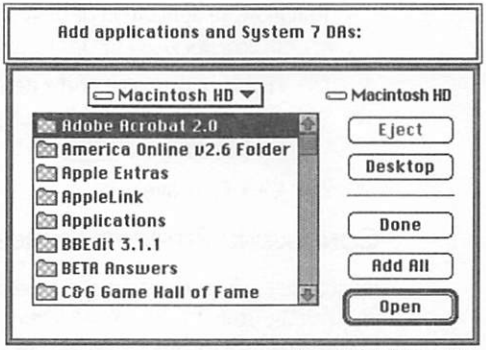

Figure 2-6. Add Apps dialog

NOTE: *What you should locate is the actual application file that you would double-click to launch that application—NOT the Spell Catcher compatibility module found inside the* **Spell Catcher Folder**. *Optionally, you can locate an alias of the desired application, if one has been created.*

You can add the Macintosh Finder as an application, making all of Spell Catcher's features available for quick reference even when no other programs are running. The **Finder** *is located in the* **System Folder**.

3. Highlight the name of the application, and click the **Add** button. As a shortcut, you can simply double-click the name of the application. If you click **Add All**, all the applications in the current folder are added.
4. Repeat Steps 2 and 3 to add all of the applications that you want Spell Catcher active in. Afterwards, click the **Done** button to close the dialog box and return to the **Spell Catcher** Control Panel.

ADDING DESK ACCESSORIES

NOTE: *You must add System 7 desk accessories with the procedure described under* ADDING APPLICATIONS *above. System 7 desk accessories are located in the* **Apple Menu Items** *folder inside your* **System folder**. *If you use a program such as Suitcase or MasterJuggler to handle your desk accessories, you need to add those DAs as described below.*

To add a desk accessory to the list (which activates Spell Catcher in that desk accessory), do the following:

1. Click the **Add DAs...** button. A dialog box appears showing a list of all the desk accessories currently installed on your Macintosh (*Figure 2-7*).
2. Highlight the name of the desired desk accessory, and click the **Add** button. As a shortcut, you can simply double-click the name of the desk accessory.
3. Repeat step 2 to add all of the desk accessories that you want Spell Catcher active in. Afterwards, click the **Done** button to close the dialog box and return to the **Spell Catcher** Control Panel.

Figure 2-7. Add DAs dialog

Removing Applications or DAs

To remove an application or desk accessory from the list (which deactivates Spell Catcher in that application or desk accessory), do the following:

1. Highlight the name of the desired application or desk accessory in the list. If you wish to remove more than one item, highlight multiple names by dragging through the list, or by clicking on names while holding down the shift key.
2. Click **Remove**.

Configuring Reference Sources

By default, Spell Catcher uses any reference files that are stored in the **Spell Catcher Reference Sources** folder inside the **Spell Catcher Folder** in the **System Folder**. If both the **Large Dictionary** and **Small Dictionary** are there, Spell Catcher only activates the **Large Dictionary**.

If you want to change the set of reference files that Spell Catcher uses, you can do so through the **Reference Sources** menu in the Spell Catcher preferences. There are two ways to get to the **Reference Sources** settings:

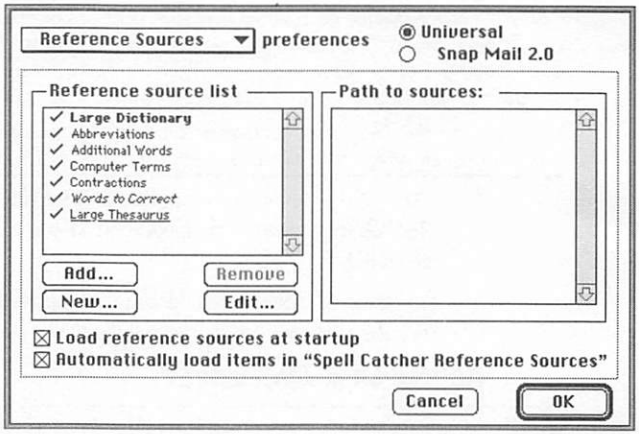

Figure 2-8. Reference Sources dialog

- In any program where Spell Catcher is active choose **Preferences...** from the Spell Catcher menu. Choose **Reference Sources** from the pop-up menu in the upper left corner of the window, and Spell Catcher shows the **Reference Sources** settings screen.
- In the **Spell Catcher** Control Panel, click the button labeled **Preferences** at the top of the control panel. The **Preferences** window opens directly to the **Reference Sources** settings screen.

Reference Sources Settings

The left side of the **Reference Sources** settings shows a list of all the main dictionaries (bold names), supplementary dictionaries (plain names), shorthand glossaries (italic names), and thesauruses (underlined names) that are currently available to Spell Catcher.

Items preceded by a checkmark are the ones that Spell Catcher loads and uses when you click the OK button. You can add or remove checkmarks by positioning the mouse pointer in front of the desired name and clicking once.

If the **Automatically load items in "Spell Catcher Reference Sources"** option is enabled, then Spell Catcher automatically configures new items placed in the **Spell Catcher Reference Sources** folder every time reference sources are loaded.

ADDING REFERENCE SOURCES

To add a reference source to the list, use the following procedure:

1. Click the [Add...] button. A simple Open dialog box appears (*Figure 2-9*) showing the contents of your hard disk(s).
2. Navigate through your folders to locate the main dictionary, supplementary dictionary, shorthand glossary, or thesaurus you wish to add.
3. Highlight the name of the desired reference source, and click the [Add] button. As a shortcut, you can simply double-click the name of the reference source. If you click [Add All], all of the reference sources in the current folder are added.
4. Repeat Steps 2 and 3 to add as many reference sources as desired. Afterwards, click the [Done] button to close the dialog box and return to the **Reference Sources** settings screen.

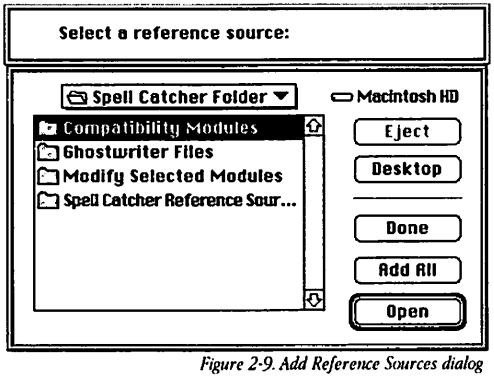

Figure 2-9. Add Reference Sources dialog

After a reference source is added, its name appears in the list with a checkmark, indicating that it is ready to be loaded and used. The only exception is when you add several main dictionaries at the same time. In that case, Spell Catcher only places a checkmark in front of the first main dictionary that you chose.

REMOVING REFERENCE SOURCES

NOTE: You don't have to remove a reference source from the list to prevent Spell Catcher from using it. If you simply click on the checkmark in front of the reference source's name, the checkmark disappears, and Spell Catcher will no longer load or use that source.

To remove a reference source from the list, use the following procedure:

1. Highlight the name of the desired reference source in the list. If you want to remove more than one reference source, highlight multiple names by dragging through the list with the mouse button held down, or by clicking on names while holding down the [shift] key.
2. Click the [Remove] button to remove the selected sources.

Minimizing Memory Requirements

If you are operating under tight memory constraints, there are a few adjustments you can make to Spell Catcher's configuration to help free up memory. As a general guideline, if you have less than 5 megabytes of memory under System 7, these adjustments will be necessary. After any of these adjustments, you will have to restart your Macintosh.

- Make sure that Small Dictionary is checked and Large Dictionary is unchecked in the **Reference Sources** settings. That makes Spell Catcher load and use the Small Dictionary (which uses about 87K of memory) instead of the Large Dictionary (which uses about 175K of memory). It's always a waste of memory to have both Small Dictionary and Large Dictionary checked at the same time.
- Remove unused glossary entries, or don't use shorthand glossaries at all by unchecking them in the **Reference Sources** settings. To get an idea of how much memory a particular shorthand glossary requires, you can check the size of the glossary file with the Finder's **Get Info...** command. When a glossary is loaded, the memory used will typically be 110% to 130% of the size of the glossary file.
- Make sure that **Load reference sources at startup** is turned on in the **Reference Sources** settings. This option doesn't actually reduce Spell Catcher's memory requirements, but it ensures that reference sources are loaded before any other programs run, which helps keep your memory usage optimized.

CHAPTER 3: SPELL CATCHER QUICK START TUTORIAL

These simple examples are intended to help you start using Spell Catcher and to acquaint you with some of Spell Catcher's most important features. The examples are broken into four categories:

- Using the interactive spelling checker
- Using the Thesaurus
- Using a shorthand glossary
- Using selection modules

Detailed information on these and other features of Spell Catcher are available in **CHAPTER 4.**

✎ *NOTE: Before beginning this tutorial, make sure you have completed the installation and configuration steps in* **CHAPTER 2**. *If you customized the Spell Catcher installation by omitting some files, some of the examples below may not accurately reflect your system's configuration. For the examples in this tutorial, you must tell Spell Catcher to be active in at least one program, preferably a word processor or text editor. Launch that program now and make sure that a new, empty window is ready for typing.*

THE INTERACTIVE SPELLING CHECKER

When you first install Spell Catcher, the interactive spelling checker is enabled and ready to go. To see (or, more correctly, hear) it in action, all you have to do is make a typo or a misspelling. Let's try it out. Type the following phrase exactly (including the typo in the word "going"):

I'm goign to the store.

Your Mac made a tone after you typed "going" to let you know that the word was misspelled. That's how Spell Catcher's interactive mode works—it watches over your shoulder as you type and notifies you when you make a mistake. (Spell Catcher can also be used to check spelling after you finish typing, but most people prefer the interactive mode once they've tried it.)

The other half of interactive checking is making the correction. You could fix this simple typo manually, but let's use Spell Catcher to suggest and make the correction for you. Hold down the ⌘ I keys. That's the keyboard shortcut for Spell Catcher's **Suggest Spelling...** command. (The shortcut for each command is shown to the right of the command's name in the Spell Catcher menu, as well as in the **KEYBOARD SHORTCUTS** section of this manual.) A small window will open (*Figure 3-1*) showing the error and two suggested corrections from Spell Catcher's main dictionary—the correct word "going," and the more obscure possibility "coign."

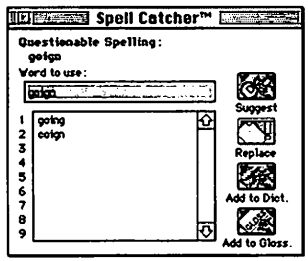

Figure 3-1: The Suggest Spelling... window

To choose the correction, simply type the number just to the left of the word you want, in this case "1." When you type the number, Spell Catcher instantly returns to your document and makes the correction for you.

If you wish, you can experiment by misspelling a few more words and correcting them with Spell Catcher's **Suggest Spelling...** command. You should note that Spell Catcher only detects a spelling error after a word is completely typed and you then type a space, a tab, carriage return, a punctuation mark (like "?" and "!"), or one of several special characters. In addition to spelling errors, you may hear tones for various other errors, including double words, questionable capitalizations, or problems in punctuation.

THE THESAURUS

To see the thesaurus in action, start by typing the following phrase, making sure to type a space after the final word "aid":

We will aid

Spell Catcher is now ready to help you find an alternative word for "aid."

Look in the Spell Catcher menu and notice the command named **Thesaurus Lookup "aid"** (⌘ 1). Spell Catcher automatically changes this command to reflect the last word you typed. If you select **Thesaurus Lookup "aid"** (either by choosing it from the Spell Catcher menu or by typing the keyboard shortcut), the thesaurus window opens to show you definitions, synonyms, antonyms, and more (*Figure 3-2*)!

To choose a replacement word, simply double-click on the one you want. For this example, double-click on the synonym "assist," which is the second synonym Spell Catcher lists ("help" is the first). As soon as you do, Spell Catcher returns to your document and makes the change as instructed.

Lookup

If you want to experiment some more with the thesaurus, feel free to do so. If you click only once on a word in the thesaurus window and then click the **Lookup** button, Spell Catcher will show you all the meanings, synonyms, etc., for that word. In this way, you can search through the thesaurus until you find just the word you're looking for.

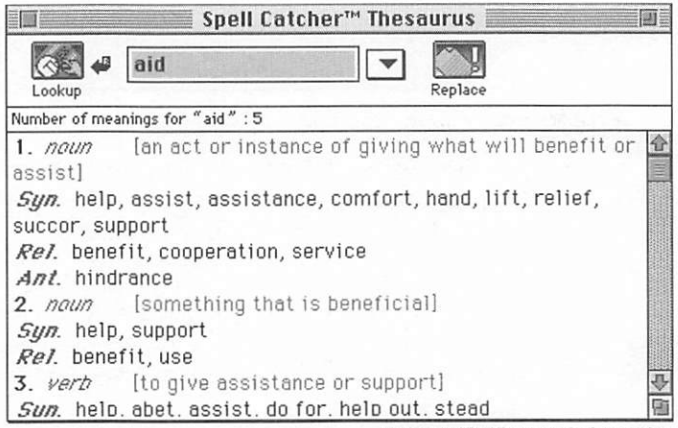
Spell Catcher™ Thesaurus
aid
Lookup
Replace
Number of meanings for "aid" : 5
1. noun [an act or instance of giving what will benefit or assist]
Syn. help, assist, assistance, comfort, hand, lift, relief, succor, support
Rel. benefit, cooperation, service
Ant. hindrance
2. noun [something that is beneficial]
Syn. help, support
Rel. benefit, use
3. verb [to give assistance or support]
Syn. help, abet, assist, do for, help out, stead

Figure 3-2: The Thesaurus Lookup window

THE SHORTHAND GLOSSARY

To see Spell Catcher's shorthand glossary feature in action, type the following sentence, being sure to make the common mistake of typing **teh** instead of **the**.

We will assist teh fallen.

Wait a minute! You typed **teh**, but your screen shows **the**. That's how the shorthand glossary works for correcting common errors—Spell Catcher instantly replaces your error with any correction you want as you go along, automatically. Here are some more typos and misspellings that Spell Catcher has already been configured to correct: **recieve**, **thier**, and **celing**. You'll discover others on your own. It's also easy to teach Spell Catcher a new correction. To try this, type the following sentence, making sure to type **taht** instead of **that**.

Don't do taht!

Your Mac produced a tone to let you know you misspelled a word. Now we'll add the correction to a shorthand glossary so that Spell Catcher can make it automatically in the future. Use Spell Catcher's **Suggest Spelling...** command (⌘ I) to bring up Spell Catcher's suggested corrections (*Figure 3-3*).

The correct word **that** is on the first line in the suggestions. Highlight the word **that** by clicking once on it, and then click the **Add to Gloss.** button. A special glossary window will open (*Figure 3-4*) to give you some extra controls, but all you need to do for this example is click the Add button. That's it! Try typing **taht** a couple of times, and watch Spell Catcher work.

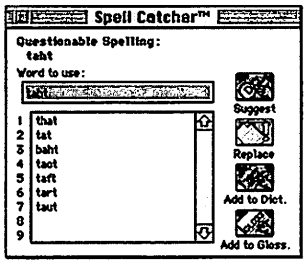

Figure 3-3: The Suggest Spelling window

Spell Catcher's shorthand glossary can also be used to abbreviate commonly typed words and phrases. Creating a new abbreviation is virtually identical to the glossary correction for **taht** which we made above. Let's create one.

Type the following letters, making sure to type a space after **cg** so that Spell Catcher will detect it as a misspelling. (To use a group of letters as a glossary abbreviation, it should always be something that Spell Catcher otherwise recognizes as a misspelling.)

cg

Your Mac beeps, and you should once again use the **Suggest Spelling...** command (⌘ I). The suggestions window opens. Type the words below, which Spell Catcher displays in the **Word to use** blank.

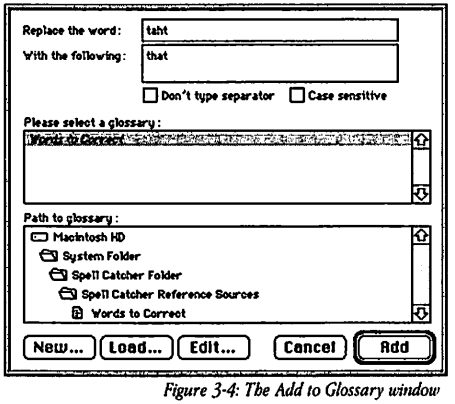

Figure 3-4: The Add to Glossary window

Casady & Greene

Then click the **Add to Gloss.** button. When the glossary window opens, click the Add button. Afterwards, notice that Spell Catcher has replaced **cg** in your document with **Casady & Greene**. Try typing **cg** a few more times. Every time, Spell Catcher expands the abbreviation for you. As you can imagine, shorthand glossaries can save you a great deal of typing time.

SELECTION MODULES

Spell Catcher uses special add-ons known as selection modules to let you manipulate text in various ways. To try using a selection module, type the following sentences in all lowercase letters.

why? because we like you!

Spell Catcher will beep after you type the word "because," indicating that there was a capitalization error. Ignore the beep, and select all of the text you just typed. Then select **Modify Selected ▸** in the Spell Catcher menu. A list of all the available selection modules will pop up to the side (*Figure 3-5*). Choose **Capitalize Sentences**.

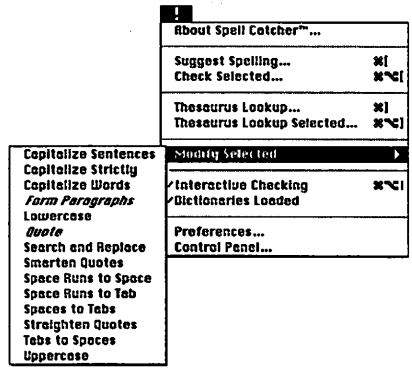

Figure 3-5: The Modify Selected menu

Spell Catcher displays a progress indicator as it makes the changes (which won't take very long in this case). Afterwards, a small alert window asks you how you want to put Spell Catcher's changes back into your document (*Figure 3-6*). The simplest choice (and the one you'll use most often) is to click the Paste button. After you click the Paste button, your document shows that "Why" and "Because" have been capitalized.

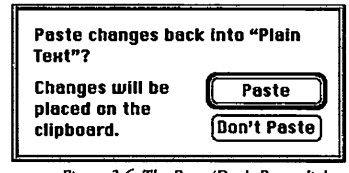

Figure 3-6: The Paste/Don't Paste dialog.

The selection modules that come with Spell Catcher perform a variety of different functions. Most of them are relatively obvious from their names, and you should feel free to experiment with them.

CHAPTER 4: USING SPELL CATCHER

NOTE: If you're just starting out, the quickest way to gain an understanding of what Spell Catcher does is to see it in action. The Spell Catcher **QUICK-START TUTORIAL** *in* **CHAPTER 3** *guides you through some of Spell Catcher's most useful features, letting you watch step by step.*

This chapter contains brief explanations of the basic techniques for using Spell Catcher's wide variety of features. In almost all cases, however, the best way to learn about Spell Catcher is through actual use, referring to this chapter to help guide you. Also remember that Spell Catcher's features only work in programs in which Spell Catcher has been activated. For help, see the **CONFIGURATION** section in **CHAPTER 2: INSTALLATION AND CONFIGURATION**.

TURNING SPELL CATCHER ON AND OFF

There are several approaches to turning Spell Catcher on and off. The most obvious way is to use the ○ **On** and ○ **Off** radio buttons in the Spell Catcher control panel (shown in *Figure 4-1*). If Spell Catcher is set to ◉ **On**, then it will appear in any programs in which you have activated it. If Spell Catcher is set to ◉ **Off**, then Spell Catcher is completely disabled and none of Spell Catcher's features will be available in any program. When you install Spell Catcher, the program is initially set to ◉ **On**.

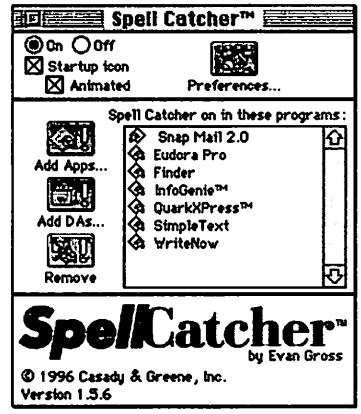

Figure 4-1: The SpellCatcher control panel.

You can turn off just the interactive parts of Spell Catcher by disabling the **Interactive Checking** option in the Spell Catcher menu (*Figure 4-2*). If you want to turn off interactive features in just a single program, you can create separate **Preferences** for it (see **CUSTOMIZING SPELL CATCHER** later in this chapter). If you want Spell Catcher completely turned off in a single application or desk accessory, you can use the **Remove** button in the **Spell Catcher™** control panel to remove that program from Spell Catcher's list of programs to appear in. (See the **CONFIGURATION** section in **CHAPTER 2: INSTALLATION AND CONFIGURATION** for more details.)

If the shift key is held down when your Macintosh starts up, no extensions are loaded (You will see the message "Welcome to Macintosh. Extensions off."). Afterwards, you'll have to restart your Macintosh to make Spell Catcher available again.

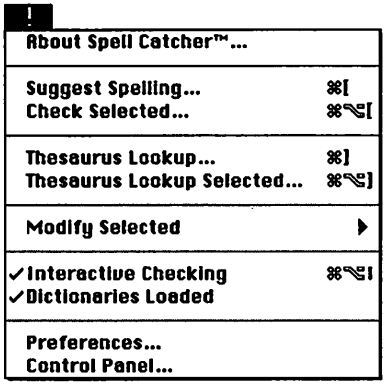

Figure 4-2: The Spell Catcher menu.

CHECKING INTERACTIVELY

Whenever the **Interactive Checking** option is enabled (shown in *Figure 4-3*). Spell Catcher monitors every keystroke you type, watching for errors in spelling, capitalization, punctuation, and double words. When it detects an error, Spell Catcher signals you with a tone, a system sound, or a flash of the menu bar, depending on the **Error Sounds** you choose through the **Preferences...** command.

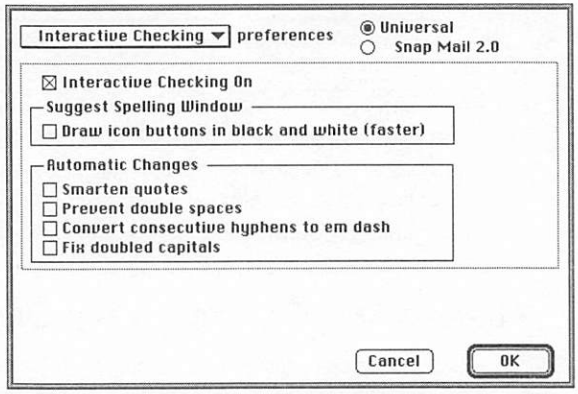

Figure 4-3: The Interactive Checking Preferences window

After an error has been detected, you have a number of options:

- You can ignore Spell Catcher's error signal and keep typing. Spell Catcher keeps track of the error until another error occurs, letting you use the various features available through the **Suggest Spelling...** option (described below) even if you choose not to take action immediately.
- If you wish, you can correct the error manually. That simply involves backspacing over or otherwise deleting the error and retyping the correction yourself.
- You can have Spell Catcher suggest a correction. To do so, use the **Suggest Spelling...** command from the Spell Catcher menu and choose from the suggestions that Spell Catcher displays (*Figure 4-4*). If none of Spell Catcher's suggestions are the word you want, you can type your own correction into the Word to use: entry box. When you double-click a suggestion or click the Replace button, Spell Catcher updates your document to reflect the correction. (For more information, see USING SUGGESTIONS on page 13.)

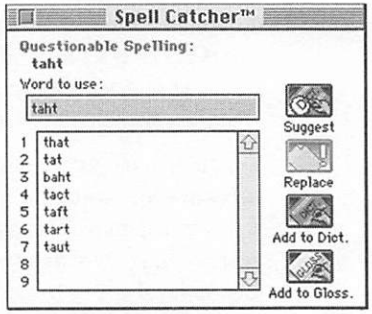

Figure 4-4: The Suggest Spelling... window

- You can use **Suggest Spelling...** to add the unknown word to a supplementary dictionary. That way Spell Catcher will recognize it as correct in the future. (See ADDING WORDS on page 21.)
- You can define the error as a shorthand glossary entry through **Suggest Spelling...**. Then, in the future, Spell Catcher will make the correction automatically without ever needing to signal you. (See ADDING GLOSSARY ENTRIES on page 23.)

For an explanation of what really goes on during interactive checking, see WORKING INTERACTIVELY in CHAPTER 5: HOW SPELL CATCHER WORKS.

Checking After You Type

If you select any or all of the text in a document, Spell Catcher can check it for spelling, capitalization, punctuation, and double-word errors, as well as provide some statistics about the selected text. To use this feature, simply select (highlight) the desired text and choose the **Check Selected...** command from the Spell Catcher menu. Many programs have a **Select All** command in their **Edit** menus, which is a quick way to select an entire document for checking.

Dealing With Errors

When you choose **Check Selected...**, Spell Catcher displays a special checking window (*Figure 4-5*) and immediately starts searching for an error. If it finds one, Spell Catcher pauses and displays a list of suggested corrections, waiting for you to decide on how to proceed.

You can do one of several things:

- Click Ignore or press return to leave the text unchanged and start checking for the next error.
- Click Ignore All to leave the text unchanged and skip all further occurrences of the same error.
- Choose one of Spell Catcher's suggestions as the correction for the error (see Using Suggestions on page 13).
- Type your own correction into the Word to use: entry box, and then click Replace or press return to use it.
- Click Add to Dict. to begin the process of adding the word to a supplementary dictionary (see Adding Words on page 21).
- Click Add to Gloss. to create a shorthand glossary entry to automatically correct the error in the future (see Adding Glossary Entries on page 15).

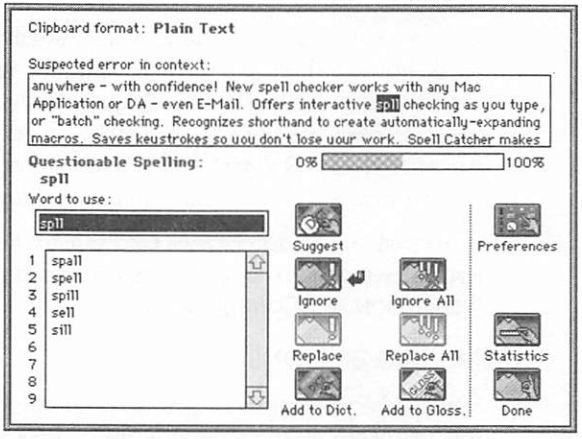

Figure 4-5: The Check Selected... window

The progress bar in the window fills as Spell Catcher checks through the text in the selection. If you wish to abort checking while Spell Catcher is searching for an error, hold down the ⌘ . keys.

When there is no text left to check, click the Done button to close the window and return to your document. If you want to see statistics such as word count, character count, or estimated reading level, click the Statistics button before clicking Done.

For a full description of how all the parts in the checking window work, see the Reference section of this manual.

UPDATING YOUR DOCUMENT

After you click **Done**, Spell Catcher displays one of two dialog boxes to let you update your document to reflect any corrections. For most programs, you will see a dialog asking you to click either a [Paste] button or a [Don't Paste] button (*Figure 4-6*). Clicking [Paste] causes your document to be updated automatically, while [Don't Paste] leaves Spell Catcher's corrections on the Clipboard so you can paste them in manually.

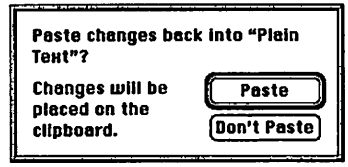

Figure 4-6: The Paste/Don't Paste window

For some programs you will also see a [Search/Replace] button (*Figure 4-7*). This option lets Spell Catcher maintain text formatting in programs that don't support pasting formatted text. If you use [Search/Replace], Spell Catcher will automate your program's **Search** and **Replace** (sometimes called **Find** and **Change**) commands to make the corrections one at a time.

For an explanation of the potential peculiarities of working with selections (including information on why the [Paste] and [Search/Replace] options are necessary), see WORKING WITH SELECTIONS in CHAPTER 5: HOW SPELL CATCHER WORKS.

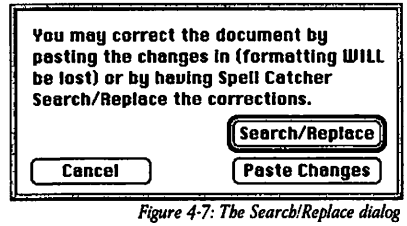
You may correct the document by pasting the changes in (formatting WILL be lost) or by having Spell Catcher Search/Replace the corrections.
Search/Replace
Cancel
Paste Changes

Figure 4-7: The Search/Replace dialog

IMPROMPTU CHECKING

If you just want to use Spell Catcher as a spelling dictionary without having to type anything into a document, you can do that as well. Simply choose the **Suggest Spelling...** command at any time, type the word you want to check into the blank, and click the **Suggest** button. If the spelling is correct, Spell Catcher will say so in the first line of the suggestions list. Otherwise, Spell Catcher gives you suggested corrections. (If you hold down the [option] key while clicking **Suggest**, Spell Catcher shows you which of its active dictionaries a correct word is in, as shown in *Figure 4-8*). For more information on suggestions, see USING SUGGESTIONS on page 15.

If you wish, you can activate Spell Catcher in the Finder, which gives you easy access to Spell Catcher's reference features even when no other programs are running. For help, see the CONFIGURATION section in CHAPTER 2: INSTALLATION AND CONFIGURATION.

USING SUGGESTIONS

Spell Catcher can suggest corrections for errors in both the **Suggest Spelling...** and **Check Selection...** windows. When an error is detected, Spell Catcher automatically generates suggestions for correcting that error.

If you type a word into the **Word to use:** entry box, you can also generate suggestions on demand by clicking the **Suggest** button. If you hold down the [shift] key while clicking **Suggest**, Spell Catcher even generates suggestions for a correctly spelled word.

While Spell Catcher is actually generating suggestions, the mouse pointer changes to a spinning "beachball" to indicate that Spell Catcher is working. However, you don't have to wait for the beachball to change back to a regular pointer before choosing a suggestion or clicking a button.

The word **<stopped>** in the list of suggestions indicates that Spell Catcher was interrupted before all possible suggestions were generated.

You can correct an error with a suggestion in several ways:

- Click once on a suggestion to copy it to the **Word to use:** entry box. Edit the word if you wish, and click the **Replace** button or press return when you are finished.
- Double-click a suggestion to immediately replace the error with the selected suggestion.
- Type the number which appears to the left of the suggestion to immediately replace the error with the selected suggestion.

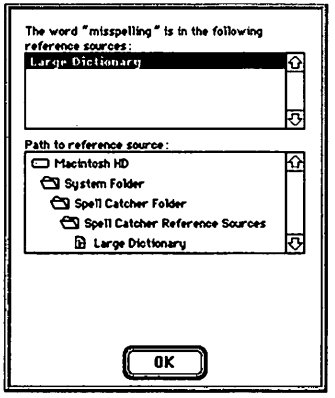

Figure 4-8: The Word/Dictionary window

ADDING WORDS

Supplementary dictionaries give you an easy way to add new words to Spell Catcher's spelling vocabulary. Once a word has been added, Spell Catcher will recognize it as correctly spelled and use it wherever appropriate when making suggestions.

With both the **Suggest Spelling...** and **Check Selection...** commands, Spell Catcher provides a button called **Add to Dict.** that adds a word to a supplementary dictionary. When you click **Add to Dict.**, a window appears to let you add the current unknown word (or any other word you type in the entry box) as shown in *Figure 4-9*.

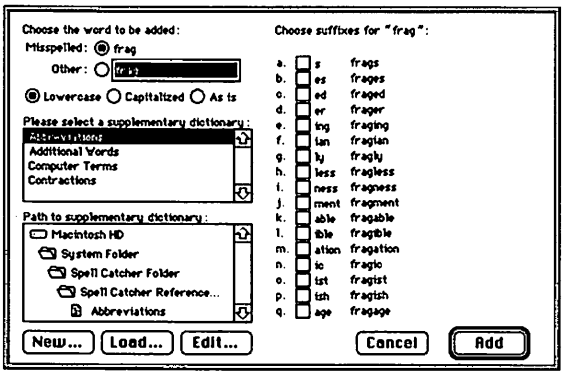

Figure 4-9: The Add to Dictionary window

You can pick which supplementary dictionary you want to add the word to by highlighting its name in the list of dictionaries. You can then set proper capitalization, as well as choose from a number of predefined suffixes for Spell Catcher to recognize as variations of the same word.

For more details on the features in this window, see ADD TO DICTIONARY WINDOW in the REFERENCE section of this manual. For help with editing or creating new supplementary dictionaries, see SUPPLEMENTARY DICTIONARIES in CHAPTER 5: HOW SPELL CATCHER WORKS.

NOTE: If you hold down the option key while clicking **Add to Dict.**, *Spell Catcher will add the current unknown word to the last supplementary dictionary you used, bypassing the window described above.*

In a few special circumstances, advanced users may wish to add words to a main dictionary instead of to a supplementary dictionary, or they may wish to create a new main dictionary from scratch.

These options, as well as an option for making supplementary dictionaries from other programs' user dictionaries, are available in the **Spell Catcher™ Utility**. For help, see Spell Catcher Utility in the REFERENCE section, and MAIN DICTIONARIES in CHAPTER 5: HOW SPELL CATCHER WORKS.

USING SHORTHAND GLOSSARIES

Spell Catcher's shorthand glossaries allow you to type any group of letters and have those letters instantly replaced by the word or words of your choice. There are two common uses for this feature, although both of them actually work the exact same way. The first is to expand abbreviations, the second is to automatically correct misspellings or typos.

Once a shorthand glossary entry is defined, Spell Catcher automatically makes the expansion or correction as you type, so long as the **Interactive Checking** option is enabled. If **Interactive Checking** is turned off, Spell Catcher won't make the glossary replacements as you type, but it can still make them later if you use the **Check Selection...** command. To enable this option, use the **Shorthand Glossary** part of the Spell Catcher **Preferences** (*Figure 4-10*).

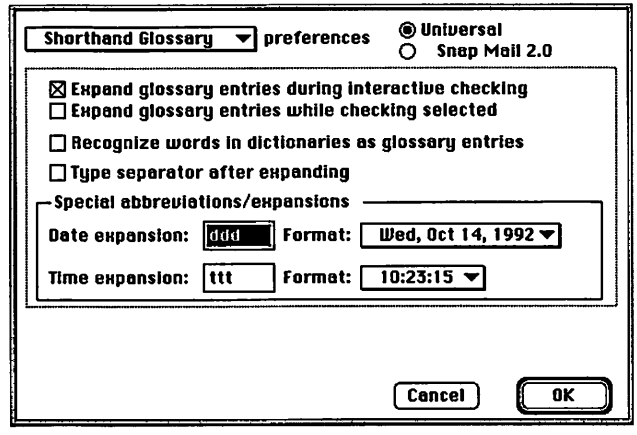

Figure 4-10: The Shorthand Glossary Preferences window

In addition to regular shorthand glossaries, Spell Catcher has two specialized abbreviations which it can expand into the current time or date (as set in your Macintosh's internal clock). By default, when you type "**ddd**" Spell Catcher replaces the letters with the current date, and when you type "**ttt**" Spell Catcher replaces them with the current time. You can change the abbreviations, or adjust the formats used for the date or time expansion in the **Shorthand Glossary** part of the Spell Catcher **Preferences**.

Here are some common uses for glossary entries:

- Corrections for common misspellings
- Your name
- A signature file for use in e-mail
- Your company name
- Technical terms (one word or several)
- E-mail addresses

If for some reason you want to use a glossary abbreviation without having Spell Catcher expand it, simply turn off Spell Catcher before typing the abbreviation, and turn **Interactive Spelling** back on afterward. The fastest way to do this is to use the keyboard shortcut for toggling **Interactive Checking** on and off; the default shortcut for this is: ⌘ option I.

ADDING GLOSSARY ENTRIES

Whether you want to expand an abbreviation or make an automatic correction, creating a shorthand glossary entry is very simple. With both the **Suggest Spelling...** and **Check Selection...** commands, Spell Catcher provides a button called **Add to Gloss.** that adds a word to a shorthand glossary. When you click **Add to Gloss.**, a special window for glossary entries appears (*Figure 4-11*).

Add to Gloss

The window has two text blanks: the first is for the group of letters to replace (the abbreviation), and the second is for the word or words to replace them with (the expansion). You can type virtually anything you want into the blanks with only a few important restrictions.

The abbreviation cannot contain any spaces, and you should make sure that your abbreviation is a word that is not in any of Spell Catcher's dictionaries. (It is possible to have Spell Catcher use words in its dictionaries as shorthand glossary abbreviations, but it slows Spell Catcher down tremendously. To do so, use the **Shorthand Glossary** part of the Spell Catcher **Preferences.**)

The expansion may contain up to 255 characters, including spaces and carriage returns (which are created by typing option J; a delta symbol [Δ] shows up where each return will be in the final expansion).

You can pick which shorthand glossary you want to add the word to by highlighting its name in the list of glossaries. For more details on the features in this window, see **ADD TO GLOSSARY WINDOW** in the **REFERENCE** section of this manual. For help with editing or creating new shorthand glossaries, see **SHORTHAND GLOSSARIES** in **CHAPTER 5: HOW SPELL CATCHER WORKS.**

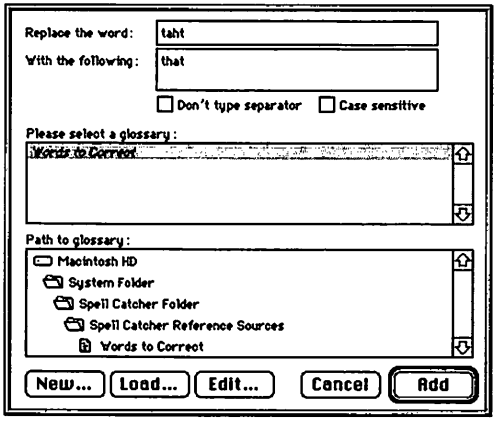

Figure 4-11: The Add to Gloss. window

✎ *NOTE: If you hold down the option key while clicking* **Add to Gloss.**, *Spell Catcher automatically adds an entry to the last glossary you used, bypassing the window described above. In this case, Spell Catcher uses the current error as the glossary abbreviation and the current correction as the expansion.*

USING SMART QUOTES

As you type, Spell Catcher can change straight, typewriter-style quotes (' and ", which are actually foot and inch marks) into proper typographer's quotes (' and " "). When you first install Spell Catcher, this feature is disabled. To enable it, you must use the **Interactive Checking** part of the Spell Catcher **Preferences** (see CUSTOMIZING SPELL CATCHER later in this chapter). Afterwards, smart quotes are automatic and effortless to use.

Smart quotes work intelligently based on your typing, using proper marks whenever you open a quotation (' or "), close a quotation (' or "), or use an apostrophe ('). The one exception is when a word begins with an apostrophe, like in "Election '96." In this case, Spell Catcher cannot tell the leading apostrophe from an opening single quotation mark, and the "smart" mark is therefore incorrect.

To give you full control, there are three ways to override Spell Catcher's smart quotes (without turning the option off):

- You can force Spell Catcher to use straight quotes by holding down the ⌘ and option keys and typing the desired quote. (For double quotes, you would actually be holding down the ⌘, option, and shift keys.)
- Consecutive single quotes or consecutive double quotes will not actually appear in your document, but instead the quotation mark toggles back and forth between an opening and closing mark as you type it repeatedly. This lets you change an opening smart quote to a closing quote (or vice versa) by immediately typing the same kind of quote a second time.
- You can still access typographer's quotes through their standard Macintosh key sequences, which use the shift and option keys in combination with the bracket keys ([and]). Specifically:

  option [. . . . . .types an opening double quote,

  shift option [. .types a closing double quote,

  option] . . . . . .types an opening single quote, and

  shift option] . .types a closing single quote or apostrophe.

✎ ***NOTE: Smart quotes may not work for sending e-mail through the Internet or in some online services. You can verify this by sending a message to yourself containing smart quotes; if you get some odd characters instead of smart quotes, there's a problem. The best way to deal with this is to go into Spell Catcher's Preferences and turn off Smart Quotes for that application.***

Double Space Prevention

In addition to smart quotes, Spell Catcher offers double space prevention to help aspiring desktop publishers break the old typewriter habit of typing two spaces between sentences. With the Macintosh's proportionally spaced type, double spaces are entirely unnecessary—and to experienced typographers, double spaces are a telltale sign of an amateur at work. In addition, this feature can help break the poor habit of using spaces to align text into columns, promoting the more Macintosh-savvy method of using tabs and indents.

In practice, Spell Catcher's double space prevention simply discards any spaces you type after the first one. If you want to override double space prevention, you can do so by holding down the ⌘ shift keys while you type multiple spaces.

Before double space prevention will work, you must enable it in the **Interactive Checking** section of the Spell Catcher **Preferences** (see Customizing Spell Catcher later in this chapter).

Using the Thesaurus

Spell Catcher's thesaurus provides instant access to definitions, synonyms, antonyms, and compared, contrasted, and related words. The thesaurus can be accessed in several different ways, similar to the ways used for the spelling checker.

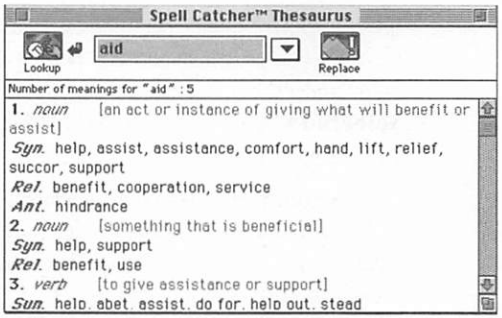
Spell Catcher™ Thesaurus
aid
Lookup
Replace
Number of meanings for "aid" : 5
1. noun [an act or instance of giving what will benefit or assist]
Syn. help, assist, assistance, comfort, hand, lift, relief, succor, support
Rel. benefit, cooperation, service
Ant. hindrance
2. noun [something that is beneficial]
Syn. help, support
Rel. benefit, use
3. verb [to give assistance or support]
Syn. help, abet, assist, do for, help out, stead

Figure 4-12: The Thesaurus Lookup window

- You can use the Thesaurus interactively by choosing Spell Catcher's **Thesaurus Lookup "word"** command after you type a word.
- You can view thesaurus entries for a selected word or pair of words by choosing the **Thesaurus Lookup Selected...** command. If more than two words are selected, Spell Catcher will give you an error message.
- You can look up a word in the thesaurus at any time by choosing the **Thesaurus Lookup...** command and typing the desired word into the entry box. When you click the **Lookup** button, Spell Catcher displays the entries for that word (*Figure 4-12*). If you wish, you can activate Spell Catcher in the Finder, which gives you easy access to Spell Catcher's reference features even when no other programs are running. For help, see the Configuration section in Chapter 2: Installation and Configuration.

If Spell Catcher finds no entries for a particular word, it sounds a beep and displays a message. Otherwise, all the entries for the word appear, displaying the types of information specified in the **Thesaurus** part of the Spell

Catcher **Preferences** (*Figure 4-13*). To choose a replacement for a word, simply double-click on your choice. To see complete entries for any word listed in the window, click once on the word and then click the **Lookup** button.

For an explanation of how features such as the thesaurus behave interactively, see WORKING INTERACTIVELY in CHAPTER 5: HOW SPELL CATCHER WORKS. For help with using selections, see WORKING WITH SELECTIONS in the same chapter.

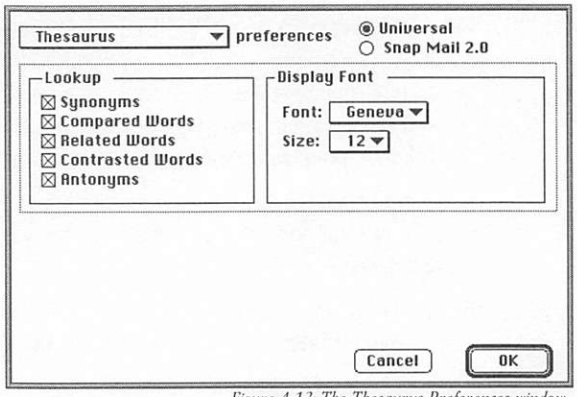

Figure 4-13: The Thesaurus Preferences window

USING SELECTION MODULES

Spell Catcher can perform a variety of different text manipulations with its selection modules—such as adjusting capitalization and changing typewriter-style quote marks to typographer's quotes. To use a selection module, simply select (highlight) any portion of text in a document and choose the desired name from the **Modify Selected ▸** submenu in the Spell Catcher menu (*Figure 4-14*).

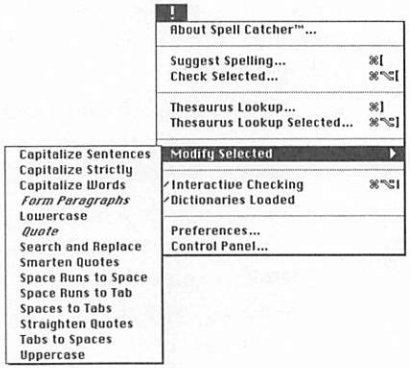

Figure 4-14: The Modified Selected submenu

After performing the desired manipulation, Spell Catcher displays one of two dialog boxes to let you update your document to reflect the modifications. For most programs, you'll see a dialog asking you to click either a [Paste] button or a [Don't Paste] button (*Figure 4-15*). Clicking [Paste] causes your document to be updated automatically, while [Don't Paste] leaves Spell Catcher's modifications on the Clipboard so you can paste them in manually.

For some programs you'll also see a [Search/Replace] button (*Figure 4-16*). This option lets Spell Catcher maintain text formatting in programs that don't support pasting formatted text. If you use [Search/Replace], Spell Catcher will automate your program's **Search and Replace** (sometimes called **Find and Change**) commands to make the modifications one at a time.

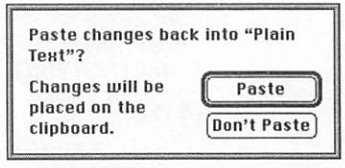

Figure 4-15: The Paste/Don't Paste window

For a description of what each of the selection modules does, see the REFERENCE section of this manual. For an explanation of the potential peculiarities of working with selections (including information on why the [Paste] and [Search/Replace] options are necessary), see WORKING WITH SELECTIONS in CHAPTER 5: HOW SPELL CATCHER WORKS.

Some particularly powerful uses for **Selection Modules**:

- The **Space Runs to Space** module is useful to edit text files created on some other computer; sometimes these have two or more spaces where only one is appropriate.
- The **Search and Replace** module is very handy for processing text files when you have multiple changes to make. Rather than using an application's **Search and Replace** function many times, once you set up a Search and Replace file you can make multiple changes with this one command.
- The **Space Runs to Tab** module is great for converting tables created by using multiple spaces into tables that use tabs.

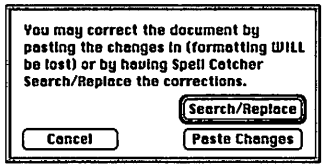
You may correct the document by pasting the changes in (formatting WILL be lost) or by having Spell Catcher Search/Replace the corrections.
Search/Replace
Cancel
Paste Changes

Figure 4-16: The Search/Replace window

USING GHOSTWRITER

Spell Catcher's ***Ghostwriter*** feature is intended to provide an extra line of defense against unexpected system crashes and power failures. You should be fully aware, however, that ***Ghostwriter*** is not intended to be a substitute for normal precautions, such as saving your work regularly and making backups of your data. But in a world where even the most conscientious computer user can occasionally be subject to accidents, ***Ghostwriter*** provides a last-resort way to salvage as much of your work as possible. All it can help you recover, though, is the actual text that you typed (not formatting or graphics).

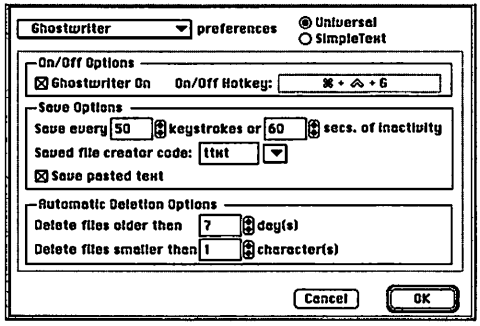

Figure 4-17: The Ghostwriter Preferences window

When you first install Spell Catcher, ***Ghostwriter*** is disabled. To enable it, you go to the **Ghostwriter** section of the Spell Catcher **Preferences**, as shown in *Figure 4-17* (see CUSTOMIZING SPELL CATCHER later in this chapter). Afterwards, if you wish to temporarily disable ***Ghostwriter***, you can do so by typing the "hot key" (⌘ control G), also defined in the **Ghostwriter Preferences**.

If you are using the hot key, you can always tell whether ***Ghostwriter*** is currently on or off by looking at the Spell Catcher menu icon. For an explanation of how to read the menu symbols, see SPELL CATCHER MENU in the REFERENCE section.

Consider this example of why you might want to turn ***Ghostwriter*** off temporarily: Suppose you normally use ***Ghostwriter***, but you are about to type a sensitive password. Unless you temporarily disable ***Ghostwriter*** with the hot key, the password will be stored in ***Ghostwriter***'s text files just like any other text you type. A sophisticated user could then search your ***Ghostwriter*** text files and learn your password. After you have typed your password, of course, you should then re-enable ***Ghostwriter*** with the hot key so that the rest of your typing will be protected.

RECOVERING WITH GHOSTWRITER

For the ***Ghostwriter*** feature, Spell Catcher saves a continuous stream of keystrokes to a text file inside the **Spell Catcher Folder**. These text files include Delete key presses, but exclude keyboard shortcuts for menu commands, or other special formatting done from the keyboard.

If you jump around in a document to make text changes, those keystrokes are simply added on to the end of the Ghostwriter file, rather than inserted into the text at the point where they were performed. As a result, reconstructing a document that has been heavily edited can be a difficult and time-consuming task, since the Ghostwriter file will show every bit of text (including things that were typed and later deleted) in the order it was typed—not in the order of the final document.

Accessing Ghostwriter files is extremely simple, although the folder structure that ***Ghostwriter*** uses to organize the files can be a little overwhelming at first. To access a ***Ghostwriter*** file, just use any program capable of opening a plain text file (a word processor or *SimpleText* is your best bet). Use the program's **Open...** command and look inside the **Ghostwriter Files** folder, which is inside the **Spell Catcher Folder**, which is in your **System Folder**. Inside the **Ghostwriter Files** folder, everything is arranged in still more folders: a folder for each date that ***Ghostwriter*** is maintaining files for, and (inside each date folder) a folder for each program that ***Ghostwriter*** was used in on that date. Inside each of these program folders is a series of ***Ghostwriter*** text files bearing the names of all the document windows that were opened in that program on the given date. If you are trying to recover a document that had not yet been saved, the ***Ghostwriter*** file will probably be named "Untitled," or something similar.

Once you open a ***Ghostwriter*** text file, reconstructing the appearance and final order of your documents is an entirely manual process. Even if you find it too labor-intensive to try to clean up a ***Ghostwriter*** file, it can at least serve as an invaluable memory jogger to help you retype the document again.

NOTE: To prevent the folder structure described above from becoming entirely unmanageable, Ghostwriter automatically deletes files older than a certain number of days, or files smaller than a certain minimum number of keystrokes. To adjust these numbers, use the **Ghostwriter** *section of the Spell Catcher* **Preferences**.

CUSTOMIZING SPELL CATCHER

Virtually everything in Spell Catcher is configurable, allowing you to customize every aspect to fit the way you work. You can have any number of dictionaries or glossaries available. You can change the way entries in the thesaurus appear. You can change the sounds Spell Catcher uses to signal errors interactively.

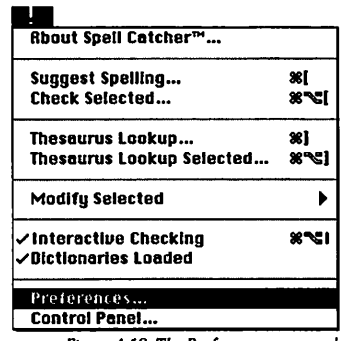

Figure 4-18: The Preferences command

These and other options are available through the **Preferences...** command in the Spell Catcher menu (*Figure 4-18*). Inside the Preferences window, a pop-up menu in the upper left corner lets you move to any part of the Spell Catcher Preferences. To see all the options that are available, either choose the **Preferences...** command and take a look, or refer to the **Preferences...** command in the **REFERENCE** part of this manual.

To enhance the usefulness of Spell Catcher's configurability, each program you run can have its own individual Preferences—letting you do things like enable ***Ghostwriter*** only in your word processor, have a shorthand glossary that works only in your spreadsheet or telecommunications program, automatically paste changes in your page layout program, or a limitless variety of other possibilities!

When you use the **Preferences...** command, you'll see two radio buttons in the upper right corner of the **Preferences** window—one labeled **Universal**, and another showing the name of the program that is currently running (*Figure 4-19*). The **Universal** setting causes any changes you make to affect the default way that Spell Catcher behaves in all programs. The program-name setting causes your changes to affect only that single program.

If you want individual program **Preferences** for several sections (both **Reference Sources** and **Interactive Signals**, for instance), you'll have to make the change from **Universal** to the program's name for each section. If you change the setting from the program's name back to **Universal** before leaving the **Preferences** window, the individual program setting is discarded.

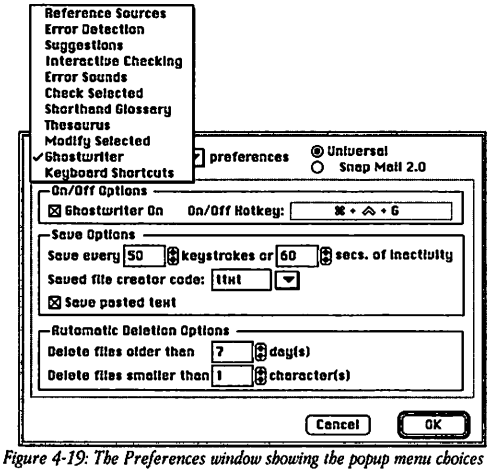

Figure 4-19: The Preferences window showing the popup menu choices

UNLOADING DICTIONARIES

For Spell Catcher to check spelling, either interactively or with the **Check Selected...** command, its dictionaries must be loaded into memory. Spell Catcher handles this for you automatically unless you explicitly disable the **Dictionaries Loaded** option in the Spell Catcher menu (*Figure 4-20*), thereby forcing Spell Catcher to remove the dictionaries from memory.

Even though Spell Catcher's dictionaries are smaller than comparable ones for other programs, they still require a significant amount of your Macintosh's memory (about 175K for the **Large Dictionary**). Spell Catcher provides the **Dictionaries Loaded** option to let you control the use of that memory. In general, there are only two reasons to unload Spell Catcher's dictionaries:

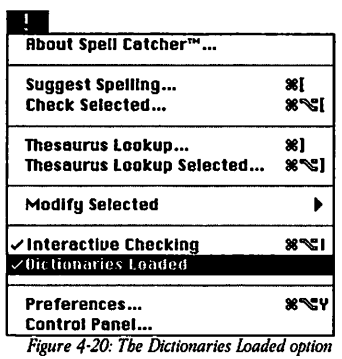

Figure 4-20: The Dictionaries Loaded option

- If you want to use Spell Catcher for its glossary, thesaurus, selection module, or ***Ghostwriter*** features, but you don't want to use it as a spelling checker. This keeps you from wasting memory on dictionaries that you don't use.
- If you want to temporarily free up as much memory as possible for another program. Depending on the nature of the other program, the memory which is freed by unloading dictionaries may or may not be immediately accessible.

If you unload the dictionaries, Spell Catcher automatically reloads them when they are needed for the **Check Selected...** or **Suggest Spelling...** commands.

✎ *NOTE: Any active shorthand glossaries still occupy memory whether or not dictionaries are loaded. To free up the memory used by a shorthand glossary, you have to deactivate that glossary in the* **Reference Sources** *section of the Spell Catcher* **Preferences** *(Figure 4-21).*

USING SPELL CATCHER WITH OTHER PROGRAMS

Because of the way Spell Catcher's interactive features work, they can function seamlessly in virtually any Macintosh program you use. The features that deal with selections, on the other hand, are not always as consistent. For this reason, the bulk of the information which follows pertains to working with selections.

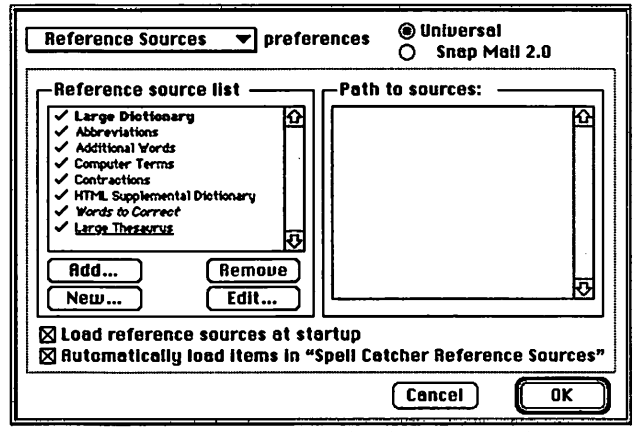

Figure 4-21: The Reference Sources Preference window

Most quirky behavior can be attributed to the wide variety of ways that different programs deal with selected text. (One common problem is for formatting to be omitted when text is copied to the Clipboard.) Spell Catcher's compatibility modules were developed to compensate for inconsistencies in many popular programs, but there are far too many Macintosh programs for Spell Catcher to have a compatibility module for every one. (If there is a particular program that you're having difficulty with, please contact Casady & Greene Technical Support and let us know. If there is a way around the problem, we'll try to help you find it, and create new compatibility modules as necessary.)

Fortunately, certain behavior is often consistent within a particular category of program—like spreadsheets or graphics programs, for instance—whether those programs are applications or desk accessories. In this light, the following sections are intended to give you an overview of how and why Spell Catcher behaves the way it does when working with various kinds of programs. Of course, the best way to know exactly how Spell Catcher will behave is to run the program and experiment with Spell Catcher's features.

✎ *NOTE: The separation between categories of Macintosh programs becomes less and less distinct as time goes by. Modern word processors, for instance, often have characteristics of outliners, page layout programs, and graphics programs and more. For this reason, you may find it helpful to read the sections below, even if you don't use that particular type of application.*

DATABASES

In general, the main restriction with databases comes from the inability to select a significant portion of text. You are usually limited to a single field within a single record, but whatever you can select will work with Spell Catcher's selection features.

Electronic Mail Programs

With most electronic mail programs, it is easy to select and work with any part of a single message's contents. With mail programs that have multiple fields (like separate topic and message fields), you can only select the contents of one field at a time. Note that **Smart Quotes** may not translate into the ASCII text that many types of e-mail use for transmission (including Internet e-mail). Also, if tabs don't work in your email program, you may want to turn off the **Prevent Double Spaces** option so you can use spaces to create formatting in your e-mail document.

Graphics Programs

Graphics programs are perhaps the most diverse category when it comes to working with selections of text (and sometimes when working interactively, too). Painting programs may not even let you select text, and then selection features will not work at all. Some graphics programs will also automatically deselect whenever Spell Catcher tries to do anything. In this instance you need to reselect the text yourself and paste the changes in manually.

As with databases, graphics programs generally won't let you select a significant portion of text—usually you're limited to the contents of a single text box or a small editing window. If you are able to make a selection, however, most graphics programs will work with Spell Catcher's selection features.

However, text in graphics programs is often formatted heavily, and Spell Catcher may lose formatting when changes are pasted back in depending on what program you are using. A variety of compatibility modules are included with Spell Catcher, but we recommend experimenting with Spell Catcher and your graphics program to make sure they function properly.

Page Layout Programs

Text in page layout programs is usually contained in a series of linked text boxes, sometimes referred to as a "story." You can generally select any portion of a story, whether or not it appears in multiple text boxes, and Spell Catcher can work with that selection. Formatting in page layout programs will usually be maintained, but as with graphics programs, it is possible to create extremely complex formatting that Spell Catcher may or may not be able to keep.

Spreadsheets

The contents of any single cell can be selected as text and used with Spell Catcher. In addition, a selection of cells in a spreadsheet can generally be used successfully, with two restrictions:

- If your selection contains formulas, those formulas may be replaced by values when changes are pasted back in. If you select only labels in your spreadsheets (which is usually all you would be working with), this problem is nonexistent. Otherwise, viewing your spreadsheet as formulas rather than as values will ensure that formulas are pasted back correctly.
- Most modern spreadsheets allow you to make discontinuous selections—letting you select cells from anywhere in your spreadsheet without any specific order or grouping. In these cases, either Spell Catcher's initial copy or its final paste may fail, since the spreadsheet may not allow discontinuous selections to be copied or pasted.

Telecommunications Programs

With most telecommunications programs, text is immediately sent through your modem the instant it is typed (or, in some cases, after return or enter is pressed). With these programs, interactive checking is your only option.

When working interactively with programs that transmit after a return or enter keypress, you should get in the habit of typing an extra space after the last word on each line. This gives Spell Catcher a chance to check the last word before the whole line is transmitted. After the line is transmitted, there is usually no way for Spell Catcher to make corrections or expand glossary entries. (To understand why the extra space is necessary, see **Working Interactively** in **Chapter 5: How Spell Catcher Works**.)

Some Macintosh telecommunications programs (usually custom ones designed for a particular online service) let you compose messages in a simple text editing window before they are sent. With these programs, Spell Catcher can work with any part of the text you can select within that window.

Utilities

There is little reason to use Spell Catcher in most utility programs, either interactively or with selections. Regardless, Spell Catcher generally works well with whatever text the utility will let you select.

Word Processors

You can generally select any portion of a word processing document, and Spell Catcher can work with that selection. Formatting in word processors is usually maintained, but as with graphics and page layout programs, it is possible to create extremely complex formatting that Spell Catcher may be unable to keep.

Some modern word processors also allow irregular or discontinuous selections. In these cases, either Spell Catcher's initial copy or its final paste may fail, since the word processor may not allow discontinuous selections to be copied or pasted.

Outliners

Outlining programs generally let you select text in one of two ways: by highlighting a small portion of text within a particular heading or topic; or by selecting an entire heading, which also selects all the subheadings and topics that fall under it. Either way a selection is made, Spell Catcher will generally be able to work with it. When changes are pasted back into some outliners, however, the changed text may be inserted into the outline instead of replacing the selection. In such a case, you would have to manually select and delete the old text afterwards.

Chapter 5: How Spell Catcher Works

Most of Spell Catcher's features can be used very simply and intuitively, working just the way you'd expect them to. Underneath the surface, however, Spell Catcher is doing some rather complex things to work as quickly and compatibly with the wide variety of other Macintosh programs you may be using. The following sections are intended to give a further explanation of some of the features outlined in Using Spell Catcher, as well as to explain why certain features actually behave the way they do. It is not necessary to read this chapter before using Spell Catcher, but understanding this information will certainly help you avoid any surprises during use.

Working Interactively

Three of Spell Catcher's primary features can work interactively as you type: the spelling checker, the thesaurus, and the shorthand glossaries. To enable this, Spell Catcher intercepts the stream of keystrokes coming into your Macintosh from the keyboard and then performs appropriate operations based on the words formed by those keystrokes.

Whenever you work at the keyboard, Spell Catcher watches for you to type a space, a tab, a carriage return, or a symbol character—any of which Spell Catcher recognizes as signifying the end of a word. Then it looks at everything back to the preceding space, tab, return, or symbol as a part of that word. If you jump around in a document to retype part of a word or to add something to an existing word, keep in mind that the stream of characters from your keyboard may only give Spell Catcher word fragments, and Spell Catcher will behave accordingly. If you type a word and don't immediately type a space, tab, carriage return, or symbol after it, then the interactive features will never have a chance to react.

When you use any of Spell Catcher's interactive features to make a change to what you have typed, Spell Catcher updates your documents by making your programs think you are typing the change on the keyboard. First, Spell Catcher simulates enough Delete key presses to effectively backspace over whatever it's going to replace, and then it simulates the appropriate keystrokes to retype the new text, taking special care to keep any punctuation intact. (If a program won't let Spell Catcher backspace, then interactive changes may not work correctly.)

NOTE: *Because Spell Catcher is actually backspacing over characters to replace them, it is possible for a formatting change to be lost in an automatic correction. In general, this would only happen if formatting was changed somewhere in or after the word that caused the error signal.*

Working with Selections

Four of Spell Catcher's primary features can work with text you select in a document: the spelling checker, shorthand glossaries, the thesaurus, and the selection modules in the Selection submenu. When Spell Catcher works with selections, it uses its compatibility modules in conjunction with the Macintosh Clipboard to transfer information in and out.

When you use Spell Catcher with a selection, Spell Catcher starts by copying the text in that selection to the Macintosh Clipboard (which is identical to what happens when you choose the Copy command from most programs' Edit menus). Then Spell Catcher scans through the copied text, alerting you to errors or making changes, as appropriate. Afterwards, if any changes were made to the selected text, Spell Catcher can return the modified text to your document using one of two different methods—pasting, or searching and replacing.

✎ *NOTE: When you use the thesaurus with the* **Thesaurus Lookup Selected...** *command, Spell Catcher copies the text as described above, but instead of pasting or searching and replacing afterwards, it types the new word as described under* WORKING INTERACTIVELY.

When Spell Catcher pastes changes, it's just the same as choosing the Paste command from most programs' Edit menus—the changed text is inserted into your document, replacing the old text in the selection. Having a compatibility module for a given program helps ensure that all of your text formatting remains intact, but Spell Catcher lets you paste changes with or without one.

In some programs that absolutely won't let you paste formatted text (such as *MacWrite* and *WriteNow*), Spell Catcher's compatibility modules give you the added [Search/Replace] option to make changes with the programs' search and replace commands. This option is just as easy to use as pasting changes, and it will effectively maintain your formatting. It can even be interesting to watch as your documents gradually change through an automated series of search and replace commands. If you're not concerned with maintaining formatting, however, the paste option is always much faster.

✎ *NOTE: Even in programs where Spell Catcher gives a* [Search/Replace] *option, the* [Paste] *option won't cause any loss of formatting so long as all the text in the selection is formatted the same way. If some individual words are in bold or italic styles, or some paragraphs have different indent or tab preferences, then the* [Search/Replace] *option should be used whenever Spell Catcher offers it. If, for some bizarre reason, you have mixed formatting within a single word, Spell Catcher probably won't be able to maintain it using either option.*

SPELLING IN SPELL CATCHER

THE LIMITS OF A SPELLING CHECKER

By their very natures, spelling checkers cannot guarantee that your work is completely error free. That's because spelling checkers only examine each word in isolation, without regard for the context or intended meaning of the word. If, for example, you typed **thee Mousse flu inn are heir plain** when you meant **the Moose flew in our airplane**, a spelling checker wouldn't notice it. Each individual word is spelled correctly, and therefore, in the spelling checker's eyes, there are no errors. The kind of checking which looks for contextual errors is known as grammar checking, which is not presently available within Spell Catcher.

THE SPELL CATCHER SPELLING SCHEME

When you check spelling, either interactively or with the **Check Selected...** command, Spell Catcher compares every word in your text against its active dictionaries. If it encounters a word that is not in one of the dictionaries, Spell Catcher signals an error.

Spell Catcher accesses its dictionaries with a method known as "hash coding." Instead of keeping a huge list of spelling words to search through every time a word is checked, hash coding allows Spell Catcher to reduce its dictionaries to a simple table which represents the list of words. When Spell Catcher checks a spelling, it performs some rapid calculations and looks immediately in the appropriate spot in the table to see if that word is valid. With this approach, the spelling dictionary is very compact, it doesn't grow when you add words, and lookup is extremely fast.

The one drawback to hash coding is that you may infrequently encounter "hashing errors." These errors occur when Spell Catcher's sophisticated calculations for a misspelled word lead to the same position in the table as a correctly spelled word. Spell Catcher would see only that the position in the table was marked as correct—not that it was a different word that had caused it to be marked that way. Therefore, on extremely rare occasions, Spell Catcher could miss an incorrect spelling or a typo, but generally the error would be such a blatant one that even a casual proofreader would notice it immediately.

The kind of hashing error you are most likely to encounter when you ask Spell Catcher to suggest a spelling correction is a gibberish suggestion in with the good ones. This occurs because Spell Catcher uses a brute-force method to make suggestions—it tries a variety of transpositions and substitutions with the letters in the misspelling, and then checks each variation against the hashing table to determine which ones are real words.

It would be wonderful if hashing errors never occurred, but most people agree it is a small price to pay for the speed and convenience of Spell Catcher's interactive spelling checker.

Spelling Suggestions

Whenever Spell Catcher suggests a spelling correction, it tries to find words in its dictionaries that are similar to the misspelling. To do so, Spell Catcher rearranges the letters in the misspelling—changing letters one at a time, deleting letters, and inserting other letters—and then it checks each of the results against its dictionaries to see which are correct.

You can also set Spell Catcher to try accented characters, variations in capitalization, and some phonetic variations (like substituting "ph" for "f"). All of these options slow down the suggestion process somewhat, but they make Spell Catcher more likely to come up with the correct suggestion. These options are available through the **Suggestions** part of the Spell Catcher **Preferences**. See the **Reference** section of this manual for details.

Other Checking in Spell Catcher

In addition to spelling, Spell Catcher checks several other aspects of your text when you use Interactive Checking or the **Check Selected...** command. If a problem is found, Spell Catcher signals an error. If two or more errors occur in the same word, only one is signalled using the following priority: spelling errors, capitalization errors, punctuation errors, and then double word errors.

Capitalization Errors

Spell Catcher will signal a capitalization error for several possible reasons:

- If a word is capitalized in Spell Catcher's dictionaries, but it appears with different capitalization in your text, Spell Catcher signals an error (for instance, if you type **tennessee**).
- If a word in your text has a capital somewhere other than the first letter, and the word was not explicitly defined that way in Spell Catcher's dictionaries, Spell Catcher signals an error (for instance, if you type **womBat**). If you type a word in all capitals, however, this does not apply (such as **WOMBAT**).
- If a word in Spell Catcher's dictionaries has a capital in the middle, and you don't type that letter as a capital, Spell Catcher will signal an error (for example, if **LaserWriter** is in a dictionary, and you type **Laserwriter**). In this case, however, Spell Catcher actually sees the error as a spelling error, and it signals accordingly.

- If the first letter of a new sentence is not capitalized, Spell Catcher signals an error. Any time Spell Catcher sees a word that is followed by a period (“.”), a question mark (“?”), or an exclamation point (“!”), it thinks the next word is the beginning of a new sentence. The only exception is for words like **Mr.** or **Mrs.** that include periods in their dictionary spellings.

Punctuation Errors

Spell Catcher also tries to detect simple punctuation errors. The following combinations will cause Spell Catcher to signal an error:

,. (a comma followed immediately by a period)

', (a comma appearing outside single quotes)

'. (a period appearing outside single quotes)

", (a comma appearing outside double quotes)

". (a period appearing outside double quotes)

,, (two or more consecutive commas)

.. (two, four, or more consecutive periods; a triple period [an ellipsis] is not considered an error)

Double Word Errors

Finally, Spell Catcher signals an error whenever it detects a word typed two or more times in a row. This occurs even when the double word is correct (as in **This is the dog that that cat chased.**).

Main Dictionaries

Main dictionaries are the basis for all of Spell Catcher's spelling checking. To keep Spell Catcher's disk files small and to make them load as quickly as possible, main dictionaries are stored only in the hash-coded format described in Spelling in Spell Catcher. As a result, words can be added to (or “hashed into”) a main dictionary, but the list of words that make up the dictionary cannot be viewed.

The Spell Catcher disks include two main general spelling dictionaries—the **Small Dictionary** and the **Large Dictionary**. The **Small Dictionary** contains about 50,000 words and requires about 87K of your computer's memory when it is used. The **Large Dictionary** contains all the words in the **Small Dictionary** and more, for a total of around 86,000 words, and requires about 175K of memory.

Unless you are working with extremely tight memory restrictions (like a two-megabyte Macintosh running System 7), you will want to use the **Large Dictionary**. There is no reason whatsoever to use both of these dictionaries at the same time. One final note worth mentioning about these main dictionaries is that they contain both American and British spellings for most words, like “labor” and “labour.”

How many words are enough for a good spelling dictionary? 50,000 or even 86,000 words is only a small portion of what's contained in a major reference work such as the Oxford English Dictionary. However, most people only use about 5,000 words in daily conversation. Even professionals, technical specialists, and scientists rarely have a working vocabulary that exceeds 15,000 words, and a good percentage of those are specific to their fields.

Even with Spell Catcher's excellent **Large Dictionary**, most users will come across some words that they use regularly but which Spell Catcher doesn't know—like technical terms or proper names, for instance. In these cases, you can add the unknown words to a supplementary dictionary so Spell Catcher will recognize them in the future.

SUPPLEMENTARY DICTIONARIES

In actuality, a supplementary dictionary is nothing more than a simple text file with a single word on each line (which means that each word is followed by a hard return or carriage return). You can create and edit supplementary dictionaries with any text editor or word processor, but you must be sure to save the dictionary in a "Text Only" format so Spell Catcher can understand it. Spell Catcher also provides a way to create and edit supplementary dictionaries with its own simple, built-in text editor (see **GLOSSARY WINDOW** in the **REFERENCE** section).

If you create a supplementary dictionary in another program, you have to save the list as a plain text file and use the **Reference Sources** section of the Spell Catcher **Preferences** to access it. If you use a program other than Spell Catcher to edit a dictionary file that has already been loaded, you can use the **Dictionaries Loaded** option to manually unload and then reload supplementary dictionaries to make your changes take effect.

When Spell Catcher uses a supplementary dictionary, it hashes the new words into the first active main dictionary in its **Reference Sources List**, which makes the new words perform exactly the same way as words that were already there. (For an explanation of hashing, see **THE SPELL CATCHER SPELLING SCHEME** on page 35.) The downside is that any words you add make the hashing table more crowded, and therefore increase the chances (however minutely) that you will get a hashing error.

For a few hundred words this isn't a problem, but if you get the notion to create a supplementary dictionary for your 40,000-word medical vocabulary or your favorite foreign language—don't do it! The capacity of the main dictionaries will be overloaded and start getting an unacceptable number of hashing errors. Instead, you can use the **Spell Catcher™ Utility** to create an additional main dictionary (with its own separate hashing table), which eliminates the potential for overload.

INSIDE SUPPLEMENTARY DICTIONARIES

The contents of a typical supplementary dictionary file look like this:

```
IIci
cakewalk/*
screenwriter/s
Las
Vegas
jailhouse/s
Graceland
Elvis
```

The list of words does not have to be in any particular order, but remember: there can only be one word on each line (that is, you must type a carriage return after every word in the list). If you use a word that contains a space (like **Las Vegas**), Spell Catcher will only be able to recognize that word when you check a selection—not during interactive checking. To make sure that such a word works in all cases, it should be entered as two separate lines (**Las** and **Vegas**).

If you wish to remove a word that was added earlier, simply delete that line from the supplementary dictionary text file.

CAPITALIZATION

Spell Catcher uses three rules when checking the capitalization of words included in supplementary dictionaries:

- If a word in a supplementary dictionary is all lowercase, capitalization errors will only be signalled when you violate one of Spell Catcher's general rules, such as not capitalizing the word at the beginning of a sentence.
- If a word in a supplementary dictionary has only the first letter capitalized, Spell Catcher will signal a capitalization error whenever the word is typed differently.
- If a word in a supplementary dictionary contains a capital letter somewhere other than the first letter, Spell Catcher will signal a spelling error whenever the word is typed differently.

SPECIAL SYMBOLS

There are two special symbols you can use in supplementary dictionaries that affect the way Spell Catcher recognizes words when checking spelling. If you immediately follow a word with the characters "/s" (a slash followed by a lowercase "s"), then Spell Catcher will recognize the basic word or the word with an "s" suffix. If you use the characters "/*" (a slash followed by an asterisk) instead, Spell Catcher will recognize the basic word or the word with any of three suffixes: "s", "ed", or "ing". For any other suffixes or variants, you must make a separate supplementary dictionary entry.

NOTE: The "/s" and "/" options are quite literal. For instance, if you defined an entry such as* **write/***, Spell Catcher would accept the spellings* **write**, **writes**, **writeed**, *and* **writeing***—which are probably not what you had in mind!*

SHORTHAND GLOSSARIES

Just like supplementary dictionaries, shorthand glossaries are really nothing more than *SimpleText* files. You can create and edit shorthand glossaries with any text editor or word processor, but you must be sure to save the glossary in a "Text Only" format so Spell Catcher can understand it. Spell Catcher also provides a way to create and edit glossaries with its own simple, built-in text editor (see **EDIT DICTIONARY/GLOSSARY WINDOW** in the **REFERENCE** section).

In glossary text files, each line is a single glossary entry containing two parts—the abbreviation and the expansion—which are separated by a single space. (The abbreviation is what Spell Catcher watches for in your typing, and the expansion is what Spell Catcher replaces the abbreviation with.)

NOTE: Ordinarily, the abbreviation part of a glossary entry must not be recognized by Spell Catcher as a valid word (that is, it can't be a word in any active spelling dictionary). Spell Catcher imposes this limitation in order to speed up checking—unless a word triggers the misspelling response, Spell Catcher doesn't have to check to see if the word is a glossary entry. If you need to circumvent this limitation, Spell Catcher will let you do so through the **Shorthand Glossary** *section of the Spell Catcher* **Preferences**.

If you create a shorthand glossary in another program, you have to save the list as a plain text file and use the **Reference Sources** section of the Spell Catcher **Preferences** to access it. If you use a program other than Spell Catcher to edit a glossary file that has already been loaded, you will have to restart your Macintosh to make the changes take effect.

Inside Shorthand Glossaries

The contents of a typical shorthand glossary file would look like this:

fyi for your information
btw by the way
vt Vermont
cg Casady & Greene, Inc.
dec December
yt yours truly,

Each line contains an abbreviation, a single space, and then the corresponding expansion. A glossary can also contain entries in the same format to correct misspellings or typos, such as:

Cristmas Christmas
fourty forty
ersats ersatz
theif thief

The abbreviation part cannot contain any spaces. The expansion part can be up to 255 characters long, and can contain spaces, special characters, punctuation, and certain special symbols. Every line in a shorthand glossary must end in a carriage return.

If you wish to remove a glossary entry that was created earlier, simply delete that line from the shorthand glossary text file.

Capitalization

If an expansion is entered in the glossary in all lowercase letters, then Spell Catcher capitalizes the expansion to match the way you type the abbreviation in your documents. For instance, with the glossary entry for "fyi" defined above, you would get the following results:

Type:	Spell Catcher expands to:
fyi	for your information (all lowercase)
Fyi	For your information (first letter capitalized)
FYI	FOR YOUR INFORMATION (all uppercase)

NOTE: Expanding a capitalized one-letter abbreviation results in a capitalized expansion (not all uppercase).

On the other hand, if you enter the expansion in the glossary with any uppercase letters, then the expansion is always kept as entered, regardless of how you type the abbreviation. For example, with the glossary entry for "cp" defined above, you would get these results:

Type:	Spell Catcher expands to:
cg	**Casady & Greene, Inc. (as entered)**
Cg	**Casady & Greene, Inc. (as entered)**
CG	**Casady & Greene, Inc. (as entered)**

Special Symbols

There are three special symbols allowed in shorthand glossary entries which affect the way Spell Catcher expands the entry.

- A carriage return can be specified in glossary expansions by the use of a delta symbol ("Δ", which is done by typing option J). A glossary entry with a multiple-line expansion, therefore, would look like the following:

  cg Casady & Greene, Inc.Δ"Award-winning Software Publishers Since 1984"ΔSalinas, CA • USAΔ

- Ordinarily, Spell Catcher recognizes an abbreviation in your typing regardless of how it is capitalized. If you use the "≤" symbol as the first character in the expansion, however, Spell Catcher will only expand the abbreviation when it is capitalized exactly as it was entered into the shorthand glossary. ("≤" is done by typing option ,.) A case-sensitive entry, therefore would look like the following:

  nasa ≤National Aeronautics and Space Administration

- When you type, Spell Catcher only expands glossary entries after you type the separator following an abbreviation, which can be a space, a tab, a return, or one of several special characters. When Spell Catcher replaces the glossary abbreviation with the expansion, it adds that same separator back at the end. If you wish to prevent the separator from being reinserted by Spell Catcher, type option L. Depending on the application you are using, this key combination will generate a symbol which will represent the separator. An entry that suppresses the separator, therefore, might look like the following:

  arg ¬argumentative

The Thesaurus

Spell Catcher's thesaurus can display approximately 1.4 million words, when you count all the synonyms, antonyms, and compared, related, and contrasted words that can appear in all the available entries. However, only about 40,000 words are considered "entry points"—that is, words you can actually look up. It is also worth noting that Spell Catcher's thesaurus is disk-based, which means that no significant amount of memory (RAM) is required to use it.

CHAPTER 6: REFERENCE

CONTROL PANEL

A few of Spell Catcher's fundamental controls and settings are accessed through the **Spell Catcher™** Control Panel; the remainder are available through the **Preferences...** command in the Spell Catcher menu.

The **Spell Catcher™** Control Panel can be opened through the **Control Panels** item under the menu, or with the **Control Panel...** command in the Spell Catcher menu. Whenever the **Spell Catcher™** Control Panel is open, the Spell Catcher menu is hidden in all programs, and all of Spell Catcher's features are disabled.

Figure 6-1. Spell Catcher control panel

ON/OFF

The ◉**On** and ○**Off** buttons are the master controls for Spell Catcher. If Spell Catcher is set to ◉**Off**, the Spell Catcher menu does not appear in any programs, and none of Spell Catcher's features are available. The ◉**On** setting lets Spell Catcher function in any programs that appear in the APPLICATION/DA LIST described on the next page.

STARTUP ICON

The ☒ Startup Icon checkbox makes Spell Catcher display its icon at the bottom of your screen every time you start your Macintosh. The ☒ Animated checkbox adds animation to the icon at startup.

PREFERENCES...

The Preferences... button takes you directly to the **Preferences** section of the Spell Catcher settings. For an explanation of the **Preferences...** settings, see the CONFIGURATION section of CHAPTER 2 and the **Preferences...** command later in this chapter.

ADD APPS...

The Add Apps... button presents you with a simple **Open** dialog box to let you choose which application programs Spell Catcher will appear in. The Add Apps... button is also used to activate Spell Catcher in System 7 desk accessories (which are located in the Apple Menu Items folder in the System Folder). Any applications or System 7 desk accessories you add will appear in the APPLICATION/DA LIST described below. For help with adding applications and System 7 desk accessories, see the CONFIGURATION section of CHAPTER 2.

ADD DAS...

Add DAs... lets System 7 users access desk accessories opened through programs such as *Suitcase* or *MasterJuggler*. Any desk accessories you add appear in the APPLICATION/DA LIST described below. For help with adding desk accessories, see the CONFIGURATION section of CHAPTER 2.

REMOVE

The **Remove** button deletes any highlighted applications or desk accessories from the **Application/DA List** described below. Afterwards, Spell Catcher no longer appears in those applications or desk accessories. **Remove** does NOT delete the application or desk accessory from your hard disk.

If nothing is highlighted in the **Application/DA List**, the **Remove** button is disabled.

APPLICATION/DA LIST

This is a scrolling list of all the applications and desk accessories that Spell Catcher is currently active in. Applications appear with a small icon in front of their names (System 7 desk accessories have an icon as well.)

New applications and desk accessories can be added with the **Add Apps...** and **Add DAs...** buttons. Applications and desk accessories can be removed by clicking their names to highlight them and then clicking the Remove button. If you wish to highlight multiple applications and desk accessories, hold down the shift key while clicking their names in the list.

SPELL CATCHER MENU

The Spell Catcher menu appears to the right of the standard menus in any application or desk accessory in which Spell Catcher has been activated.

Most of Spell Catcher's features are accessed from the Spell Catcher menu, or by using keyboard equivalents for the menu commands. The current keyboard equivalent for each command appears to the right of that command's name in the menu. For more help, see the KEYBOARD SHORTCUTS appendix at the back of this manual.

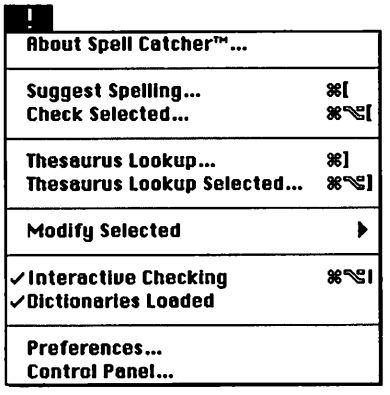

Figure 6-2. Spell Catcher menu

MENU TITLE ICON

The Spell Catcher menu title changes to reflect certain settings within Spell Catcher.

Spell Catcher menu icons and their meaning:

- (yellow/light exclamation point) Interactive Checking is currently on.
- (red/dark exclamation point) Interactive Checking is currently off.
- (minus sign after the exclamation point) Dictionaries are currently unloaded.
- (gray shadow to the left of the exclamation point) Ghostwriter is currently on.

ABOUT SPELL CATCHER™...

About Spell Catcher™... displays a simple window showing the Spell Catcher version number and Spell Catcher copyright information. To close the window, click anywhere or type any key.

SUGGEST SPELLING...

The **Suggest Spelling...** command shows a window with suggestions for the last interactive error that Spell Catcher signalled. If no interactive error was signalled, the window lets you type a word and test it to see if it is spelled correctly. The **Suggest Spelling** window also lets you add words to a supplementary dictionary or a shorthand glossary.

NOTE: NOTE: When the Suggest Spelling... window is kept open, Spell Catcher automatically generates suggestions after each interactive error signal. To use the suggestions, you can either bring the Suggest Spelling window to the front (by clicking in it or using the Suggest Spelling... command), or you can use one of the nine numbered suggestions by holding down the Command key (usually marked with ⌘ or ◌) and typing the appropriate number. Since this option forces Spell Catcher to generate suggestions after every error signal, your typing is likely to be interrupted by the suggestion process.

If you reposition the **Suggest Spelling** window, Spell Catcher remembers the new location and displays the window there in the future. The Suggest Spelling window can be left open while you type in a program, but Spell Catcher closes it automatically when you replace a misspelling.

All of the features available in the **Suggest Spelling** window have keyboard equivalents. For help, see the KEYBOARD SHORTCUTS appendix.

Error Type

The first line in the window shows the type of error that Spell Catcher signalled interactively. It could be an error in spelling, capitalization, punctuation, or a double word. Immediately below the Error Type is the word that Spell Catcher signalled the error for.

If you position the mouse pointer over the Error Type area, it will change to a "down arrow." Clicking there restores the contents of the **Word to use:** entry box to the error that was originally signalled.

Figure 6-3. Suggest Spelling window

Word to use

Spell Catcher displays any misspelling or other error in the **Word to use:** entry box just below the Error Type. If you wish, you can type directly into this blank. When you click the **Suggest**, **Replace**, **Add to Dict.**, or **Add to Gloss.** buttons, Spell Catcher uses the word in this blank as appropriate for each one.

If you want to enter a numeral (1 through 9, or 0) into the **Word to use:** entry box, you must hold down the ⌘ key while you type the number key.

Suggest

The **Suggest** button makes Spell Catcher check the spelling of the word in the **Word to use:** entry box. If the word is spelled correctly, Spell Catcher displays **<correct spelling>** in the Suggestions List. Otherwise, Spell Catcher gives you suggested corrections.

If you hold down the option key while clicking **Suggest**, Spell Catcher shows you which of its active dictionaries a correct word is in. If you want Spell Catcher to generate suggestions for a correctly spelled word, hold down the shift key while clicking **Suggest**.

Since Spell Catcher's dictionaries have to be loaded into memory to generate suggestions, clicking the **Suggest** button automatically reloads dictionaries when necessary.

Suggestions List (1 through 9)

The Suggestions List shows suggested corrections for the current error. If Spell Catcher is unable to suggest a correction, **<no suggestions>** appears on the first line. If the suggestion process was interrupted, **<stopped>** appears after the last available suggestion. If more than nine suggestions are available, the scroll bar to the right of the list lets you scroll through them.

Clicking once on a suggestion displays that suggestion in the **Word to use:** entry box. Double-clicking a suggestion, or typing the number to the left of a suggestion, is the same as highlighting the suggestion and clicking **Replace**.

Add to Dict. (⌘D, ⌘A)

The Add to Dict. button will open the **Add to Dictionary** window, using the word from the Word to use: entry box (if any). An explanation of the **Add to Dictionary** window appears later in this chapter.

If you hold down the option or shift key while clicking Add to Dict., the word is added to the last supplementary dictionary you used, bypassing the **Add to Dictionary** window.

Add to Gloss. (⌘G)

The Add to Gloss. button opens the **Add to Glossary** window, using the detected error (if any) as the abbreviation and the word from the Word to use: entry box (if any) as the expansion. An explanation of the **Add to Glossary** window appears later in this chapter.

If you hold down the option or shift key while clicking Add to Gloss., the entry is added to the last shorthand glossary you used, bypassing the **Add to Glossary** window.

Replace (⌘R)

The Replace button replaces the error in your document with the word from the Word to use: entry box.

Close Box (⌘W, ⌘esc)

Clicking in the **Suggest Spelling** window's close box closes the window and leaves your document unchanged.

Check Selected...

After you select (highlight) a portion of text in your document, **Check Selected...** displays a window for checking that text. If no text was selected, Spell Catcher will present an error message instead.

When you check a selection, you can correct errors that Spell Catcher detects, or add words to supplementary dictionaries or shorthand glossaries. In addition, Spell Catcher can calculate a number of statistics about the selected text, including word counts and readability indexes.

When the **Check Selected** window first opens, Spell Catcher immediately begins searching for the first error. To abort the **Check Selected...** process while Spell Catcher is searching for an error, hold down ⌘.

Most of the features available in the **Check Selected** window have keyboard equivalents, which are listed in parentheses after each description below. For more help, see the Keyboard Shortcuts appendix.

Since **Check Selected...** requires that Spell Catcher's dictionaries be loaded into memory, using this command automatically reloads dictionaries as necessary.

Clipboard format

When you use the **Check Selected...** command, Spell Catcher copies the selection to the Macintosh Clipboard. If the Clipboard format shows "Plain text," that means that there is no formatting information on the Clipboard, and if you let Spell Catcher paste your changes back into the document, any special formatting within the selection is lost.

For many programs, however, text and formatting information is placed on the Clipboard. In these cases, if Spell Catcher can recognize the formatting, the Clipboard format will say what that formatting is. Immediately below the Clipboard format line, Spell Catcher will tell you whether or not formatting is maintained when corrections are pasted into your document.

Suspected error in context

The **Suspected error in context** area shows the portion of the selected text where the most recent error was found.

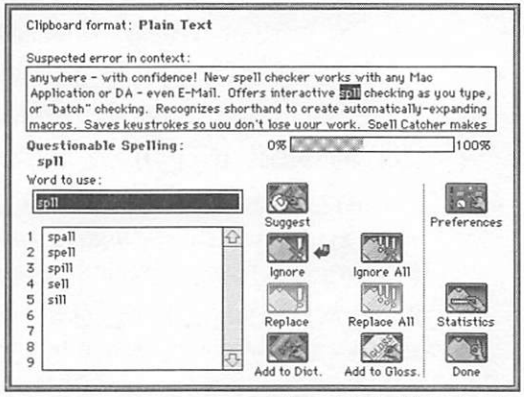

Figure 6-4. Check Selected window

Error Type

The first line below the **Suspected error in context** box shows the type of error that Spell Catcher last detected. It could be an error in spelling, capitalization, punctuation, or a double word. Immediately below the Error Type is the word that Spell Catcher signalled the error for.

If you position the mouse pointer over the Error Type area, it changes to a "down arrow." Clicking there restores the contents of the **Word to use:** entry box to the error that was last detected.

Word to use:

Spell Catcher displays any misspelling or other error in the **Word to use:** entry box just below the Error Type. If you wish, you can type directly into this entry box. When you click the **Suggest**, **Replace**, **Replace All**, **Add to Dict.**, or **Add to Gloss.** button, Spell Catcher uses the word in the box as appropriate for each one.

If you want to enter a numeral (1 through 9, or 0) into the **Word to use:** entry box, you must hold down the ⌘ key while you type the number key.

Suggest

The **Suggest** button makes Spell Catcher check the spelling of the word in the **Word to use:** entry box. If the word is spelled correctly, Spell Catcher displays **<correct spelling>** in the Suggestions List. Otherwise, Spell Catcher gives you suggested corrections.

If you hold down the option key while clicking **Suggest**, Spell Catcher shows you which of its active dictionaries a correct word is in. If you want Spell Catcher to generate suggestions for a correctly spelled word, hold down the shift key while clicking **Suggest**.

The **Suggest** button is necessary if you want Spell Catcher to suggest corrections when the **Generate suggestions automatically** option is disabled in the **Check Selected** section of the Spell Catcher preferences.

Suggestions List (1-9)

The Suggestions List shows suggested corrections for the current error. If Spell Catcher is unable to suggest a correction, **<no suggestions>** appears on the first line. If the suggestion process was interrupted, **<stopped>** appears after the last available suggestion. If more than nine suggestions are available, the scroll bar to the right of the list lets you scroll through them.

Clicking once on a suggestion displays that suggestion in the Word to use: entry box. Double-clicking a suggestion, or typing the number to the left of a suggestion is the same as highlighting the suggestion and clicking Replace.

If **Generate suggestions automatically** is turned off in the **Check Selected** section of the Spell Catcher settings, you'll have to use the Suggest button to see suggestions.

Ignore

The Ignore button leaves the last-detected error unchanged and begins the search for the next error.

Ignore All

The Ignore All button leaves the last-detected error unchanged and tells Spell Catcher to ignore all occurrences of that error that may appear later in the current selection. Then Spell Catcher begins searching for the next occurrence of a different error.

Replace

The Replace button replaces the last-detected error with the word from the Word to use: entry box and begins the search for the next error.

Replace All

The Replace All button replaces the last-detected error with the word from the Word to use: entry box and tells Spell Catcher to automatically replace all occurrences of that error that may appear later in the current selection. Then Spell Catcher begins searching for the next error.

Add to Dict.

The Add to Dict. button will open the **Add to Dictionary** window, using the word from the Word to use: entry box (if any). An explanation of the **Add to Dictionary** window appears later in this chapter.

If you hold down the option or shift key while clicking Add to Dict., the words are added to the last supplementary dictionary you used, bypassing the **Add to Dictionary** window.

If you add the last-detected error to a supplementary dictionary, Spell Catcher automatically begins searching for the next error.

Add to Gloss.

The Add to Gloss. button opens the **Add to Glossary** window, using the last-detected error (if any) as the abbreviation and the word from the Word to use: entry box (if any) as the expansion. An explanation of the **Add to Glossary** window appears later in this chapter.

If you hold down the option or shift key while clicking Add to Gloss., the entry is added to the last shorthand glossary you used, bypassing the **Add to Glossary** window.

If you add the last-detected error as a shorthand glossary abbreviation, Spell Catcher automatically begins searching for the next error.

Progress Bar

The Progress Bar fills from 0% to 100% as Spell Catcher searches through the text in the selection.

Preferences

The Preferences button takes you directly to the **Check Selected** section of the Spell Catcher settings. For an explanation of the **Check Selected** settings, see the **Preferences...** command later in this chapter.

Statistics

The Statistics button will generate a window of statistics about the current selection of text. To interrupt the process of generating statistics, hold down ⌘ .

When you are finished viewing the statistics window, click the mouse button or type any key to close it.

Number of characters:

Number of characters: shows the total number of letters, numbers, symbols, punctuation marks, spaces, tabs, carriage returns, and other special characters that make up the selection.

Number of words:

Number of words: shows a count of words in the selection. In this context, a word is any group of letters, numbers, or symbols separated by spaces, tabs, carriage returns, or punctuation. Hyphenated compounds (like "flip-flop") are considered a single word.

Approximate number of syllables:

Approximate number of syllables: shows an estimated count of the total number of syllables in the selection. In actuality, this number is a count of vowel clusters (one or more consecutive vowels—a, e, i, o, u, or y), with a few special exceptions: "e" is not counted if it is the last letter in a polysyllabic word; "y" is not counted if it is the first letter in a word, or if it immediately follows another vowel.

Words with at least 3 syllables:

Words with at least 3 syllables: shows a count of words (as defined under Number of words) that were estimated to contain three or more syllables.

% of words with at least 3 syllables:

% of words with at least 3 syllables: is computed by dividing **Words with at least 3 syllables:** by **Number of words:**, and converting the result to a percentage.

% of words with at least 3 syllables: can be used as a simple indication of the selection's complexity. In general, the higher the number, the greater the educational level required to comprehend the selection.

NUMBER OF SENTENCES:

Number of sentences: shows an estimated count of sentences in the selection. In actuality, this number is simply a count of end-of-sentence punctuation marks—periods (“.”), question marks (“?”), and exclamation points (“!”). Punctuation used for other reasons (like in the abbreviations “Mr.” or “Mrs.”) can make this number inaccurate.

AVERAGE NUMBER OF WORDS PER SENTENCE:

Average number of words per sentence: is computed by dividing the **Number of words:** by the **Number of sentences:**. As a result, this number is subject to the same potential inaccuracies as **Number of sentences:**.

Average number of words per sentence: can be used as a simple indication of the selection's complexity. Generally, the higher the number, the greater the educational level required to comprehend the selection.

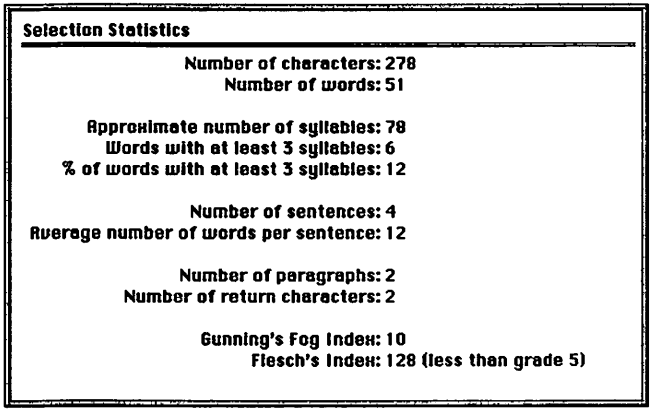
Selection Statistics
Number of characters: 278
Number of words: 51
Approximate number of syllables: 78
Words with at least 3 syllables: 6
% of words with at least 3 syllables: 12
Number of sentences: 4
Average number of words per sentence: 12
Number of paragraphs: 2
Number of return characters: 2
Gunning's Fog Index: 10
Flesch's Index: 128 (less than grade 5)

Figure 6-5. Statistics window

NUMBER OF PARAGRAPHS:

Number of paragraphs: shows a count of paragraphs in the selection. In this context, a paragraph is any text separated from other text by one or more carriage returns.

NUMBER OF RETURN CHARACTERS:

Number of return characters: shows a count of the carriage returns in the selection. This number differs from **Number of paragraphs:** only if some paragraphs are separated by multiple carriage returns.

Spell Catcher provides two commonly accepted statistics that give a general indication of the educational level required to comprehend the selection. These numbers are more sophisticated than the % of words with at least 3 syllables and Average number of words per sentence described above, but they are still highly subjective. In addition, both indexes are computed using the numbers described above, and they are therefore subject to potential inaccuracies in those numbers.

Both *Gunning's Fog Index* and *Flesch's Index* are far more meaningful for long selections of text than for short ones. Also keep in mind that these indexes cannot distinguish between text that is supposed to be part of the regular body of your document, and text used for things like headings or tables.

GUNNING'S FOG INDEX

Spell Catcher calculates **Gunning's Fog Index** in the following manner:

1. Divide **Number of words:** by **Number of sentences:**.
2. Add the result of Step 1 to the **% of words with 3 or more syllables:**.
3. Multiply the result of Step 2 by 0.4.
4. Round off the result of Step 3 to the nearest whole number.

The final result is the approximate grade of schooling required to fully comprehend the selection. Numbers above 12 indicate collegiate or post-graduate levels of education.

FLESCH'S INDEX

Spell Catcher calculates **Flesch's Index** in the following manner:

1. Divide **Number of words:** by **Number of sentences:**.
2. Multiply the result of Step 1 by 1.015.
3. Count the **Approximate number of syllables:** in the first 100 words.
4. Multiply the result of Step 3 by 0.846.
5. Add the result of Step 2 to the result of Step 4.
6. Subtract the result of Step 5 from 206.835.

The final result is the **Flesch's Index** for the selection. To find the approximate level of schooling required to fully comprehend the selection, consult the following table:

FLESCH'S INDEX	LEVEL OF SCHOOLING
0-30	College or university graduate
31-50	College or university student
51-60	High school student (grades 10 to 12)
61-70	Junior high school student (grades 8 to 9)
71-80	Elementary school student (grade 7)
81-90	Elementary school student (grade 6)
91-100	Elementary school student (grade 5)

DONE (⌘W, ⌘esc)

The **Done** button ends the checking process and closes the **Check Selected** window. At this point, Spell Catcher prompts you to choose how you want to return any corrections to your document.

ADD TO DICTIONARY WINDOW

The **Add to Dictionary** window (figure 6-6) lets you add a word to a Spell Catcher supplementary dictionary. This window can be accessed with the **Add to Dict.** button available through the **Suggest Spelling...** and **Check Selected...** commands described on previous pages.

Some of the features in the **Add to Dictionary** window have keyboard equivalents, which are listed in parentheses after each heading below. For more help, see the KEYBOARD SHORTCUTS appendix.

WORD TO BE ADDED

The **Choose the word to be added:** area determines what word is actually appended to a supplementary dictionary when the Add button is clicked. There are two possible settings:

MISSPELLED (⌘1)

If you clicked **Add to Dict.** after Spell Catcher signalled an error for a word, the **Misspelled:** setting uses that word. If no error was detected, this setting is not available.

OTHER (⌘2)

The **Other:** setting uses any word that you type into the entry box.

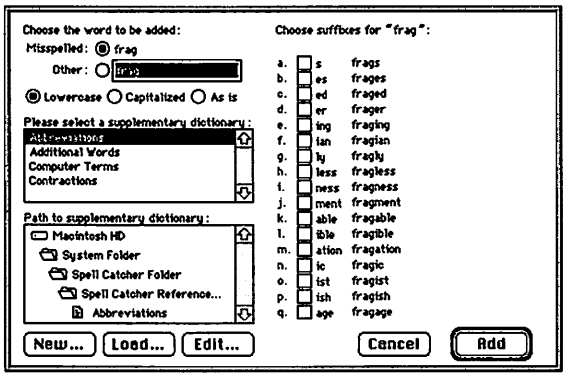

Figure 6-6. Add to Dictionary window

CAPITALIZATION

This setting determines how Spell Catcher stores the word in a supplementary dictionary for purposes of capitalization checking.

LOWERCASE

The ○**Lowercase** setting stores the word with no special capitalization. Capitalization errors for the word will only be signalled when you violate one of Spell Catcher's general rules, such as not capitalizing the word at the beginning of a sentence.

CAPITALIZED (⌘4)

The ○**Capitalized** setting stores the word with the first letter capitalized. Capitalization errors are signalled whenever the word is typed without an initial capital.

AS IS (⌘5)

The ○**As is** setting stores the word with capitalization exactly as it appears in the Word to be added area. If the word has an inter-cap (such as **LaserWriter**), or appears in all capitals (like **NASA**), this option will cause Spell Catcher to signal an error when the word is typed differently. If the word in **Choose the word to be added:** is all lowercase, the effect is identical to the ○**Lowercase** setting above. If the word in **Choose the word to be added:** has only the first letter capitalized, the effect is identical to the ○**Capitalized** setting.

SUFFIXES

If you choose options in the **Choose suffixes for " ":** area, Spell Catcher automatically creates additional supplementary dictionary words by combining the **Choose the word to be added:** and the appropriate suffix. The exact same results can be achieved by using the button repeatedly to add each variation as a separate word; using **Choose suffixes for " ":** is merely a shortcut.

DICTIONARY LIST

The **Please select a supplementary dictionary:** list shows all of the supplementary dictionaries currently activated through the **Reference Sources** section of the Spell Catcher settings. When you click the **Add** button, Spell Catcher appends the new word to whichever supplementary dictionary is highlighted in this list. When you initially use the **Add to Dictionary** window, the first dictionary in the list is highlighted. If you choose a different dictionary, Spell Catcher uses that choice as the default, until your Macintosh is restarted.

PATH DISPLAY

The **Path to supplementary dictionary:** display shows the hard-disk location of the dictionary highlighted in the list above. The first item in the display is always the name of the hard disk the dictionary is on, and the last item is always the dictionary file itself. In between are any series of folders that the dictionary file may be inside of.

NEW...

The **New...** button lets you create a new, empty supplementary dictionary file. Spell Catcher displays a simple Save dialog box, where you can choose a location for the dictionary and give it a name. Afterwards, the newly created supplementary dictionary appears in the Dictionary List, as if it had been activated through the **REFERENCE SOURCES** section of the Spell Catcher settings. To add words to a new supplementary dictionary, you can either use this **Add to Dictionary** dialog or edit the dictionary file directly through the **Edit...** button.

LOAD...

The **Load...** button lets you activate an existing supplementary dictionary file which is not currently in use. Spell Catcher presents a simple Open dialog box, where you can locate and open a supplementary dictionary file that was created by Spell Catcher or by any text editor. Afterwards, the supplementary dictionary appears in the Dictionary List, as if it had been activated through the **REFERENCE SOURCES** section of the Spell Catcher settings.

EDIT...

The **Edit...** button displays the **Edit Dictionary/Glossary** window, showing the contents of the supplementary dictionary file currently highlighted in the Dictionary List. An explanation of the **Edit Dictionary/Glossary** window appears later in this chapter.

CANCEL

The **Cancel** button aborts the process of adding a word to a supplementary dictionary, and closes the **Add to Dictionary** window. The word from **Choose the word to be added:** is discarded, but any changes made with the **New...**, **Load...**, or **Edit...** buttons will remain.

ADD (return)

The Add button appends the word from **Choose the word to be added:** to the supplementary dictionary currently highlighted in the Dictionary List, using the current Capitalization and Suffixes settings. Afterwards, the **Add to Dictionary** window is automatically closed.

ADD TO GLOSSARY WINDOW

The **Add to Glossary** window lets you add an entry to a Spell Catcher shorthand glossary. This window can be accessed with the **Add to Gloss.** button available through the **Suggest Spelling...** and **Check Selected...** commands described on previous pages.

Some of the features in the **Add to Glossary** window have keyboard equivalents, which are listed in parentheses after each heading below. For more help, see the KEYBOARD SHORTCUTS appendix.

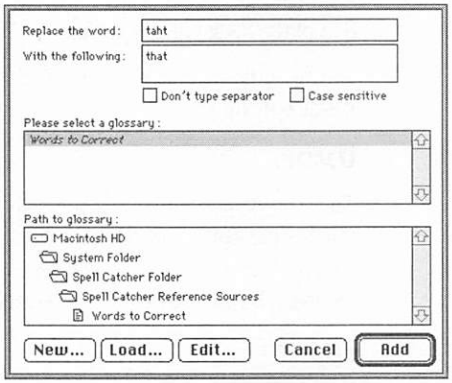

Figure 6-7. Add to Glossary window

REPLACE THE WORD:

The **Replace the word:** entry box determines the abbreviation part of the glossary entry—the sequence of keystrokes Spell Catcher will watch for when you type. This entry box may not contain spaces.

WITH THE FOLLOWING:

The **With the following:** entry box determines the expansion part of the glossary entry—the word or words with which Spell Catcher will replace the abbreviation.

DON'T TYPE SEPARATOR

When you type, Spell Catcher only expands glossary entries after you type the separator following an abbreviation, which can be a space, a tab, a return, or one of several special characters. When Spell Catcher replaces the glossary abbreviation with the expansion, it adds that same separator back at the end. If you wish to prevent the separator from being reinserted by Spell Catcher, use the ☐**Don't type separator** option.

CASE SENSITIVE

Ordinarily, Spell Catcher recognizes an abbreviation in your typing regardless of how it is capitalized. If you use the ☐**Case sensitive** option, however, Spell Catcher only expands the abbreviation when it is capitalized exactly as it was entered into the shorthand glossary.

GLOSSARY LIST

The **Please select a glossary:** list shows all of the shorthand glossaries currently activated through the REFERENCE SOURCES section of the Spell Catcher settings. When you click the Add button, Spell Catcher appends the new entry to whichever shorthand glossary is highlighted in this list. When you initially use the **Add to Glossary** window, the first glossary in the list is highlighted. If you choose a different glossary, Spell Catcher uses that choice as the default until your Macintosh is restarted.

Path Display

The Path to glossary: display shows the hard-disk location of the glossary highlighted in the list above. The first item in the display is always the name of the hard disk the glossary is on, and the last item is always the glossary file itself. In between are any series of folders that the glossary file may be inside of.

New...

The [New...] button lets you create a new, empty shorthand glossary file. Spell Catcher displays a simple Save dialog box, where you can choose a location for the glossary and give it a name. Afterwards, the newly created shorthand glossary appears in the Glossary List, as if it had been activated through the **Reference Sources** section of the Spell Catcher settings.

To add entries to a new shorthand glossary, you can either use this **Add to Glossary** dialog, or edit the glossary file directly through the [Edit...] button.

Load...

The [Load...] button lets you activate an existing shorthand glossary file which is not currently in use. Spell Catcher presents a simple Open dialog box, where you can locate and open a shorthand glossary file that was created by Spell Catcher or by any text editor. Afterwards, the shorthand glossary appears in the Glossary List, as if it had been activated through the **Reference Sources** section of the Spell Catcher settings.

Edit...

The [Edit...] button displays the Edit Dictionary/Glossary window, showing the contents of the shorthand glossary file currently highlighted in the Glossary List. An explanation of the **Edit Dictionary/Glossary** window appears later in this chapter.

Cancel

The [Cancel] button aborts the process of adding an entry to a shorthand glossary, and closes the **Add to Glossary** window. The text from Replace the word: and With the following: are discarded, but any changes made with the [New...], [Load...], or [Edit...] buttons remain.

Add

The [Add] button appends the entry defined in Replace the word: and With the following: to the shorthand glossary currently highlighted in the Glossary List. Afterwards, the **Add to Glossary** window is automatically closed.

Edit Dictionary/Glossary Window

The **Edit Dictionary/Glossary** window is really just a simple text editor. It can be accessed through the [Edit...] button in the **Add to Dictionary** and **Add to Glossary** windows, or through the [Edit...] button in the **Reference Sources** section of the Spell Catcher preferences. Only one text file (typically a supplementary dictionary, a shorthand glossary, or a search and replace list) can be edited at a time.

Mini Menu Bar

Inside the **Edit Dictionary/Glossary** window is a special menu bar which contains the commands for controlling the text editor. These menus work just like the regular menu bar at the top of the screen, and most have keyboard equivalents.

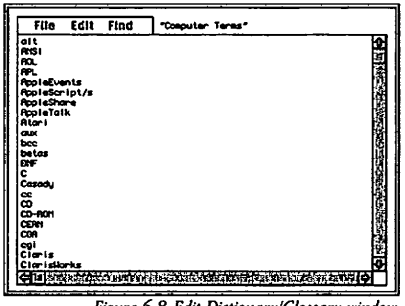

Figure 6-8. Edit Dictionary/Glossary window

File Name

To the right of the Mini Menu Bar, you will see the name of the text file which is currently displayed in the window.

File Menu

Open...(⌘O)

The **Open...** command presents a simple Open dialog box to let you locate and open a text file for editing.

Save (⌘S)

The **Save** command saves any changes to the text file you are currently editing.

Save As...

The **Save As...** command lets you save the text file under a new name, leaving the original file intact. When you choose **Save As...** you are presented with a simple Save dialog box, where you can choose a location for your text file and give it a new name.

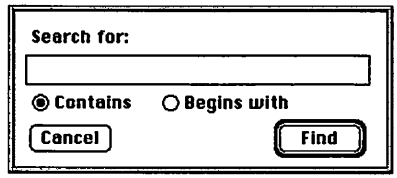

Figure 6-9. The Find window

Close (⌘W)

The **Close** command closes the **Edit Dictionary/Glossary** window, prompting you to save any changes to the current text file.

Edit Menu

Undo (⌘Z)

Cut (⌘X)

Copy (⌘C)

Paste (⌘V)

Find Menu

Find... (⌘F)

The **Find...** command displays a small window, prompting you to type a fragment of text to search for. When you type some text and click the Find button, Spell Catcher searches through the **Edit Dictionary/Glossary** window, locates the next occurrence of that text, and highlights it. If the specified text is not found, Spell Catcher beeps and displays an error message.

There are two searching options in the **Find** window. ◉**Contains** makes Spell Catcher search anywhere on any line in the window, while ○**Begins with** makes Spell Catcher check only the beginning of each line.

Find Same (⌘G)

The **Find Same** command searches for the next occurrence of the specified text, using the settings from the last **Find...** command.

Thesaurus Lookup.../Thesaurus Lookup "word" (⌘L)

The name of this command changes depending on the circumstances under which you choose it.

If **Interactive Checking** is enabled and you have just typed a word, the command name is **Thesaurus Lookup "word"**, where "word" is the word you just typed. Choosing **Thesaurus Lookup "word"** opens the **Thesaurus** window to display entries for that word.

If **Interactive Checking** is disabled, or if you haven't typed anything, the command name is **Thesaurus Lookup...**. Choosing **Thesaurus Lookup...** also opens the **Thesaurus** window, but you must type something into the Word Entry Box and use the Lookup button to see entries.

Some features in the **Thesaurus** window have keyboard equivalents, which are listed in parentheses after each heading below. For more help, see the Keyboard Shortcuts appendix.

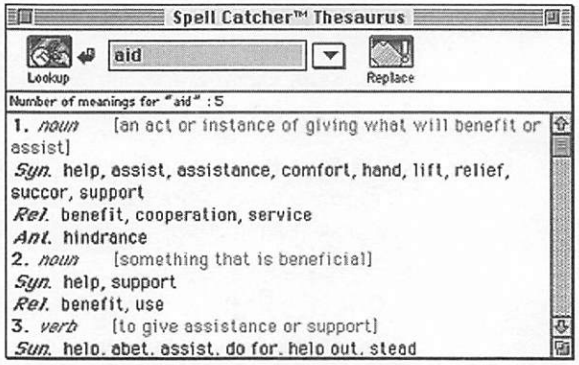
Spell Catcher™ Thesaurus
aid
Lookup
Replace
Number of meanings for "aid" : 5
1. noun [an act or instance of giving what will benefit or assist]
Syn. help, assist, assistance, comfort, hand, lift, relief, succor, support
Rel. benefit, cooperation, service
Ant. hindrance
2. noun [something that is beneficial]
Syn. help, support
Rel. benefit, use
3. verb [to give assistance or support]
Syn. help, abet, assist, do for, help out, stead

Figure 6-10. Lookup window

Lookup (⌘L)

The Lookup button displays entries for whatever word is in the Word Entry Box. If no entries are available for that word, Spell Catcher will sound an error tone and the Thesaurus Entries area will remain blank.

Word Entry Box

The Word Entry Box contains the text that Spell Catcher uses when you click the Lookup or Replace buttons. The contents of the Word Entry Box can be changed by typing directly into it, by choosing a word from the Recent Word pop-up menu (▼), or by clicking once on a word in the Thesaurus Entries.

Recent Word Pop-Up

Immediately following the Word Entry Box is a small pop-up menu marked with an arrow pointing down (▼). This menu contains any words which you may have looked up since last opening the **Thesaurus** window. Choosing an item from the pop-up menu is identical to typing that word into the Word Entry Box and clicking Lookup.

REPLACE (⌘R)

The **Replace** button closes the Thesaurus window and changes your document so that the word you originally looked up becomes the new word in the Word Entry Box. If you got to the Thesaurus window through the Lookup... command, then the word from the Word Entry Box is inserted into your document, replacing any text that was selected.

CLOSE BOX (⌘W, ⌘esc)

Clicking in the Thesaurus window's close box cancels the lookup process and leaves your document unchanged.

THESAURUS ENTRIES

The Thesaurus Entries area shows various meaning groups for the word you have looked up, each of which may include definitions, synonyms, antonyms, and related, compared, and contrasted words. If you click once on a word in the Thesaurus Entries, that word is highlighted and displayed in the Word Entry Box. Double-clicking a word is the same as highlighting it and clicking the Replace button.

If you highlight a portion of text in the Thesaurus Entries (either by clicking on a word or by dragging across text to select it), you can **Copy** the selection and **Paste** it into your document. Using this approach, you can access definitions as well as replacement words or word pairs.

THESAURUS LOOKUP SELECTED... (⌘option[)

The **Thesaurus Lookup Selected...** command displays the same Thesaurus window described under **Thesaurus Lookup.../Thesaurus Lookup "word"** on a previous page. With **Thesaurus Lookup Selected...**, however, the Thesaurus window opens to show entries for a word or word pair that is selected in your document. If no words are selected, or if more than two words are selected, you will receive an error message.

MODIFY SELECTED

The **Modify Selected** submenu displays all the selection modules currently available to Spell Catcher. When you choose one from the menu, the selection module performs some useful operation on the current selection of text in your document (that is, the text that is highlighted). If no text is selected, you will receive an error message.

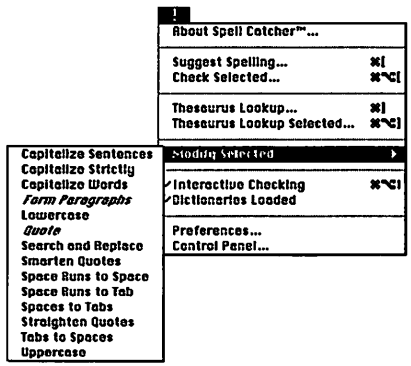

Figure 6-11. Modify Selected menu

CAPITALIZE SENTENCES

Capitalize Sentences changes the first letter of every sentence to a capital, including accented or other special alphabetic characters. If the text is already capitalized, no changes are made.

CAPITALIZE STRICTLY

Capitalize Strictly changes the first letter of every word to a capital, including accented or other special alphabetic characters. If the text is already capitalized, the first letter of a word is capitalized and the rest of the word is made lowercase.

Capitalize Words

Capitalize Words changes the first letter of every word to a capital, including accented or other special alphabetic characters. If the text is already capitalized, no changes are made.

Form Paragraphs

Form Paragraphs changes every "single" paragraph mark to a space, and every "double" paragraph mark to a "single" paragraph mark. This is very useful for editing text documents created on some computers, which contain a paragraph hard return at the end of every line.

Lowercase

Lowercase changes every letter to lowercase, including accented or other special alphabetic characters. If the text is already all lowercase, no changes are made.

Quote

Quote allows you to set up quotations in the form that's become a standard on the Internet, particularly in newsgroups or in mailing lists. This lets you quote previous postings from other users in the appropriate form. It is also useful for setting up quotes for footnotes. When you choose this Selection Module, the **Quote** dialog appears (unless you hold down the option key, which skips the dialog and uses your previous settings).

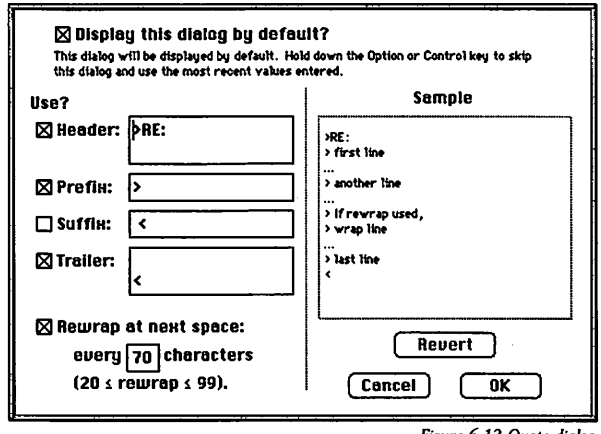

Figure 6-12. Quote dialog

You can set the prefix or suffix to be used on each line, the beginning and end markers for the entire quotation, and the line length where the quote is chopped into paragraphs.

Search and Replace

Search and Replace automates a series of substitutions or changes for words in the current selection. The specific substitutions must have already been defined in a "search and replace list" text file, which is nothing more than a list of words to search for and a corresponding replacement for each.

The search and replace list can be created in any text editor or word processor, or through the Edit... button in the **Reference Sources** section of the Spell Catcher settings. The only requirement is that the final file must be in a plain text format.

A search and replace list consists of any number of lines of text, with a single substitution definition on each line. Individual lines must be in the following format: one or two words to search for, an equal sign (with no spaces immediately before or after it), and any number of words to replace the search word/s. Each line must end in a hard carriage return.

A simple search and replace list might look like the following:

```
fyi=for your information
Casady&Greene=Casady & Greene, Inc.
pp.=pages
```

You may also leave the area after the equal sign blank, which would effectively delete all instances of the word before the equal sign.

When you actually use the Search and Replace selection module, Spell Catcher prompts you to locate a search and replace list through a simple Open dialog box.

Smarten Quotes

Smarten Quotes changes all the straight, typewriter-style quotation marks (' and ") to typographer's quotes (‘’ and “ ”). Spell Catcher makes the changes intelligently, so that opening and closing quotation marks are set correctly, as are most apostrophes. The one exception is that Spell Catcher can't tell an initial apostrophe (like in "Election '96") from an opening single quotation mark.

The results of using the **Smarten Quotes** selection module are similar to typing a passage of text with the interactive **Smarten quotes** option enabled.

Space Runs to Space

Space Runs to Space converts a variable-length series of spaces to a single space. Spell Catcher prompts you to choose the minimum number of consecutive spaces to convert. Holding down the option key when you choose **Space Runs to Space** bypasses the prompt and uses the number that was last set.

The results of using the **Space Runs to Space** modify selected module are similar to typing a passage of text with the interactive **Prevent double spaces** option enabled.

Space Runs to Tab

Space Runs to Tab converts a variable-length series of spaces to a single tab character. Spell Catcher prompts you to choose the minimum number of consecutive spaces to convert. Holding down the option key when you choose **Space Runs to Tab** bypasses the prompt and uses the number that was last set.

Spaces to Tabs

Spaces to Tabs is intended for use in tabular text, to convert columns separated by spaces into columns separated by multiple tab characters. Spell Catcher prompts you to choose what number of characters should be considered equivalent to the width of a tab. Holding down the option key when you choose **Spaces to Tabs** bypasses the prompt and uses the number that was last set.

Straighten Quotes

Straighten Quotes changes typographer's quotes (‘ and “ ”) into typewriter-style quotation marks (' and ").

Tabs to Spaces

Tabs to Spaces is intended for use in tabular text, to convert columns separated by tab characters into columns separated by spaces. Spell Catcher prompts you to choose what number of characters should be considered equivalent to the width of a tab. Holding down the option key when you choose **Tabs to Spaces** bypasses the prompt and uses the number that was last set.

Uppercase

Uppercase changes every letter to a capital, including accented or other special alphabetic characters. If the text is already all capitals, no changes are made.

Interactive Checking (⌘ option I)

Choosing this option toggles **Interactive Checking** on or off. When the **Interactive Checking** option has a checkmark beside it, all of Spell Catcher's interactive features are available.

Dictionaries Loaded

Choosing this option loads or unloads Spell Catcher's spelling dictionaries from your Macintosh's memory. When **Dictionaries Loaded** has a checkmark beside it, the dictionaries are currently loaded. If dictionaries are unloaded and you use the **Suggest Spelling...** command to suggest a correction or you use the **Check Selected...** command, the dictionaries are automatically reloaded.

If you use another program to edit a supplementary dictionary, **Dictionaries Loaded** can be used to make those changes take effect. Simply use the command twice, first to unload Spell Catcher's dictionaries, and then again to reload them. When the dictionaries are reloaded, any changes you made are recognized and used by Spell Catcher.

NOTE: For interactive spelling checking to work, Spell Catcher's dictionaries must be loaded.

PREFERENCES...

The **Preferences...** command displays a window showing one part of the Spell Catcher settings at a time. The pop-up menu in the upper left corner of the window allows you to move immediately to any part of the Spell Catcher preferences. Sections which are underlined in the pop-up menu have settings that affect only the program presently running. The ○ **Universal** and ○ **"program-name"** radio buttons in the upper right corner let you choose whether changes to the current section affect Spell Catcher in all programs or only the one presently running.

The [OK] button saves your preferences changes and closes the **Preferences** window. The [Cancel] button discards any changes made since the **Preferences** window was last opened, and then closes the **Preferences** window.

REFERENCE SOURCES

The **Reference Sources** settings control what dictionaries, glossaries, and thesauruses Spell Catcher uses. For help with configuring reference sources, see the CONFIGURATION section of CHAPTER 2.

REFERENCE SOURCE LIST

The **Reference source list** shows all the items that are currently available to Spell Catcher. Such as:

- Main Dictionaries (bold names)
- Supplementary Dictionaries (plain names)
- Shorthand Glossaries (italic names)
- Thesauruses (underlined names)

Items which are preceded by a checkmark are the ones currently loaded. Checkmarks can be added or removed by positioning the mouse pointer in front of the desired name and clicking once.

NOTE: A maximum of five main dictionaries can be used at the same time.

If an item in the **Reference source list** appears with a small lock icon after its name, that means that the file has been locked in the Finder and therefore cannot be modified. To lock or unlock a reference source, highlight the file's icon in the Finder and use the **Get Info...** command.

If an item in the **Reference source list** appears with a question mark after its name, that means that Spell Catcher is unable to locate that reference source. Generally, this indicates that the reference source has been moved, or the disk containing the reference source is not available. To resolve the problem, you should [Remove] that reference source from the list and use the [Add...] button to locate it again.

ADD...

The [Add...] button presents you with a simple Open dialog box to let you locate the dictionaries, glossaries, and thesauruses that appear in the **Reference source list**.

REMOVE

The [Remove] button removes any selected items from the **Reference source list**.

NOTE: [Remove] does NOT delete the files from your hard disk.

NEW...

The [New...] button presents you with a simple Save dialog box to let you name and save a new, empty text file for use as a supplementary dictionary or shorthand glossary. Afterwards, the file can be modified with the [Edit...] button.

In addition to supplementary dictionaries and shorthand glossaries, [New...] can also be used to create search and replace lists for the **Search and Replace** selection module.

EDIT...

The [Edit...] button displays the **Edit Dictionary/Glossary** window described earlier in this chapter. If a supplementary dictionary or shorthand glossary was selected in the **Reference source list**, the window opens to show the contents of the corresponding text file. Otherwise, the [Edit...] button first prompts you to locate a text file to edit before displaying the **Edit Dictionary/Glossary** window.

In addition to supplementary dictionaries and shorthand glossaries, [Edit...] can also be used to edit search and replace lists for the **Search and Replace** selection module.

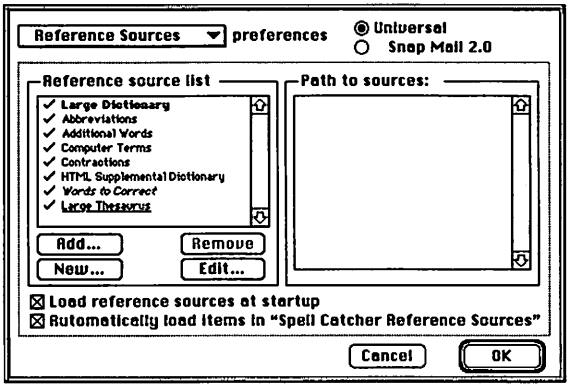

Figure 6-12. Reference Sources dialog

PATH TO SOURCES

The **Path to sources** display shows the hard-disk location of any items highlighted in the **Reference source list**. For each item, the display shows the name of the hard disk the source file is on, any folders the source file may be inside of, and finally the file itself.

LOAD REFERENCE SOURCES AT STARTUP

☒ **Load reference sources at startup** makes Spell Catcher automatically load all the sources configured in the Reference Source List when your Mac first starts. Without this option, Spell Catcher waits until one of the sources is needed before loading them. In either case, once the sources are loaded they remain in memory.

AUTOMATICALLY LOAD NEW ITEMS IN "SPELL CATCHER REFERENCE SOURCES"

☒ **Automatically load new items in "Spell Catcher Reference Sources"** makes Spell Catcher automatically configure any main dictionaries, supplementary dictionaries, shorthand glossaries, or thesauruses that are stored in a special folder named **Spell Catcher Reference Sources**. For this option to work, the **Spell Catcher Reference Sources** folder must be stored in one of two locations: loose in the active **System Folder**, or inside the **Spell Catcher Folder** in the **System Folder**.

To make Spell Catcher's initial setup and configuration easier for new users, Spell Catcher uses this option by default. If enabled, automatic configuration occurs every time that reference sources are loaded.

Error Detection

The **Error Detection** preferences determine what kinds of errors Spell Catcher looks for when checking interactively or checking a selection.

Misspellings

When ☒ **Misspellings** is enabled, Spell Catcher checks the spelling of every word against the contents of its main and supplementary dictionaries.

Ignore words that begin with capitals

☐ **Ignore words that begin with capitals** prevents Spell Catcher from signalling spelling errors for words that are capitalized. This avoids error signals for things like proper names and abbreviations.

The other half of this option, ☐ **(Except at the beginning of a sentence)**, forces Spell Catcher to check the spelling of the first word in a sentence, whether or not it is capitalized. **Except at the beginning of a sentence** is disabled unless ☐ **Ignore words that begin with capitals** is checked.

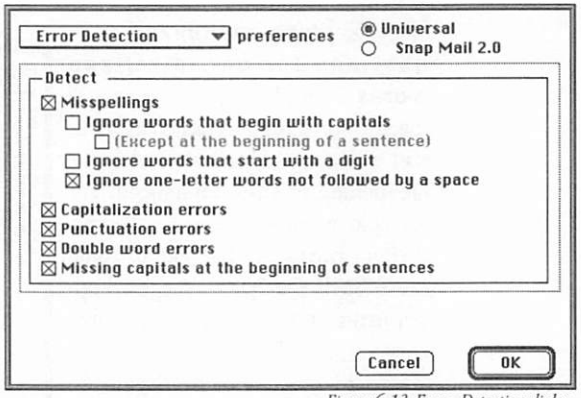

Figure 6-13. Error Detection dialog

Ignore words that start with a digit

☐ **Ignore words that start with a digit** prevents Spell Catcher from signalling spelling errors for words that start with a number. This is useful if you type many numeric measurements, such as 1Mb, 5.3km, or 12oz.

Ignore one-letter words not followed by a space

☐ **Ignore one-letter words not followed by a space** prevents Spell Catcher from signalling spelling errors for single letters followed by punctuation or a symbol. This is useful if you create one-letter item headings such as a), b), c), etc.

Capitalization Errors

When ☒ **Capitalization** errors is enabled, Spell Catcher checks the capitalization of every word against the contents of its main and supplementary dictionaries.

Punctuation Errors

When ☒ **Punctuation errors** is enabled, Spell Catcher watches for errors in punctuation.

Double Word Errors

When ☒ **Double word errors** is enabled, Spell Catcher watches for any word that is repeated two or more times consecutively.

MISSING CAPITALS AT THE BEGINNING OF SENTENCES

When ☒ **Missing capitals at the beginning of sentences** is enabled, Spell Catcher watches for uncapitalized words that appear as the first word in a sentence.

SUGGESTIONS

The **Suggestions** settings determine what methods Spell Catcher uses to generate suggested corrections for misspelled words.

MAKE CAPITALIZED SUGGESTIONS FOR UNCAPITALIZED WORDS

When ☒ **Make capitalized suggestions for uncapitalized words** is enabled, Spell Catcher will suggest words from its dictionaries that start with a capital letter even when the misspelling was not capitalized. For example, when suggesting for the misspelling **banada**, this option would cause Spell Catcher to suggest both **banana** and **Canada** as possible corrections. Without this option, **Canada** would not be suggested since the original word was not capitalized.

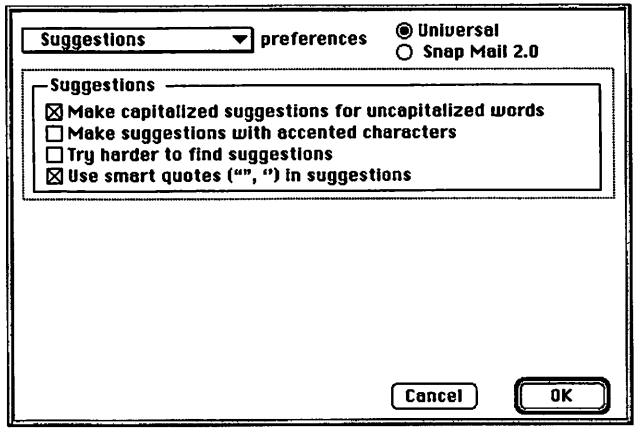

Figure 6-14. Suggestions dialog

Capitalized suggestions for uncapitalized words forces Spell Catcher to check more suggestions against its dictionaries, and can therefore slow down the suggestion process slightly.

MAKE SUGGESTIONS WITH ACCENTED CHARACTERS

When ☐ **Make suggestions with accented characters** is enabled, Spell Catcher suggests words from its dictionaries that include accented or other special alphabetic characters (such as å, é, î, ø, ü, ñ, etc.).

Make suggestions with accented characters forces Spell Catcher to check more suggestions against its dictionaries, and can therefore slow down the suggestion process slightly. The dictionaries shipped with Spell Catcher include very few accented words, so this option is of little use unless you add such words yourself.

TRY HARDER TO FIND SUGGESTIONS

When ☐ **Try harder to find suggestions** is enabled, Spell Catcher tries more manipulations on the letters in a misspelling when searching for possible corrections. For instance, Spell Catcher would try changing the case of letters one at a time (so that **MacWrite** could be found as a suggestion for **Macwrite**) or try making certain phonetic substitutions (so that **phone** would be suggested for **fone**).

Try harder to find suggestions forces Spell Catcher to check more suggestions against its dictionaries, and can therefore slow down the suggestion process.

USE SMART QUOTES (“”, ‘’) IN SUGGESTIONS

When ☒ **Use smart quotes (“”, ‘’) in suggestions** is enabled, Spell Catcher substitutes typographer's quotes (’) for any typewriter-style quote (') in a suggestion.

If you use the interactive **Smarten quotes** option, ☐ **Use smart quotes (“”, ‘’) in suggestions** should be enabled so that corrections match the rest of your text.

INTERACTIVE CHECKING

INTERACTIVE CHECKING ON

When ☒ **Interactive Checking On** is enabled, the **Interactive Checking** option in the Spell Catcher menu is set to On (checked ☒) by default.

If **Interactive Checking On** is disabled (☐), the **Interactive Checking** option in the Spell Catcher menu is set to Off (unchecked ☐) by default.

In either case, changes made directly to the **Interactive Checking** menu item will always override settings made with the ☒ **Interactive Checking On** checkbox.

DRAW ICON BUTTONS IN BLACK AND WHITE (FASTER)

When ☐ **Draw icon buttons in black and white (faster)** is enabled, Spell Catcher displays the picture buttons in the **Suggest Spelling...** window in black and white even if your monitor is set to display in color. This speeds up the initial display of the window each time the **Suggest Spelling...** command is chosen.

SMARTEN QUOTES

When ☒ **Smarten quotes** is enabled, Spell Catcher intelligently inserts proper typographer's quotes (‘ and “”) in place of typewriter-style quotes (' and ") as you type. This option works whether or not **Interactive Checking** is enabled.

If you use **Smarten quotes**, be sure to activate ☒ **Use smart quotes (“”, ‘’) in suggestions** in the **Suggestions** settings, so that corrections match the rest of your text.

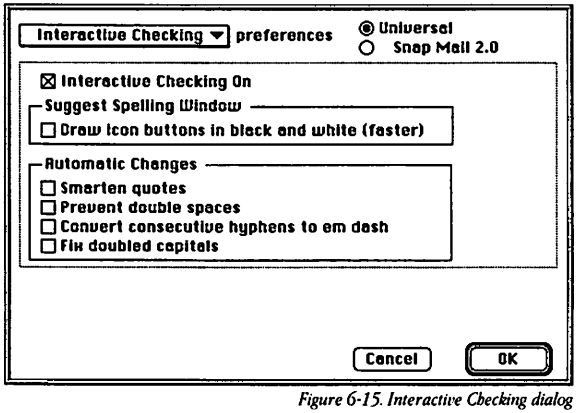

Figure 6-15. Interactive Checking dialog

PREVENT DOUBLE SPACES

When ☒ **Prevent double spaces** is enabled, Spell Catcher keeps you from accidentally typing two or more consecutive spaces in a document. This prevents you from using typewriter-style double spaces between sentences, as well as preventing you from improperly using spaces to format columns of text. This option works whether or not **Interactive Checking** is enabled.

Convert consecutive hyphens to em dash

If ☒ **Convert consecutive hyphen to em dash** is checked, Spell Catcher will automatically change multiple hyphens (--) into an em dash (—).

Fix doubled capitals

If ☒ **Fix doubled capitals** is checked, Spell Catcher will automatically change the second of two consecutive capital letters to lower case.

Error Sounds

The **Error Sounds** preferences determine what method Spell Catcher uses to alert you when an interactive error is detected. For each of the four types of errors listed (◉**Spelling**, ○**Capitalization**, ○**Punctuation**, and ○**Double words**), you can choose one of three kinds of signals.

Tone

The computer-generated ○**Tone** that is used is set by adjusting two scroll-bar values: **Pitch** and **Duration**. Moving the scroll indicator to the left makes the **Pitch** lower or the **Duration** shorter, while moving it to the right makes the **Pitch** higher or the **Duration** longer.

Sound

The ◉**Sound** option lets you choose any System sound that is currently installed on your Macintosh.

Flash Menu Bar

The ○**Flash Menu Bar** option makes Spell Catcher briefly highlight your menu bar in place of an audible signal.

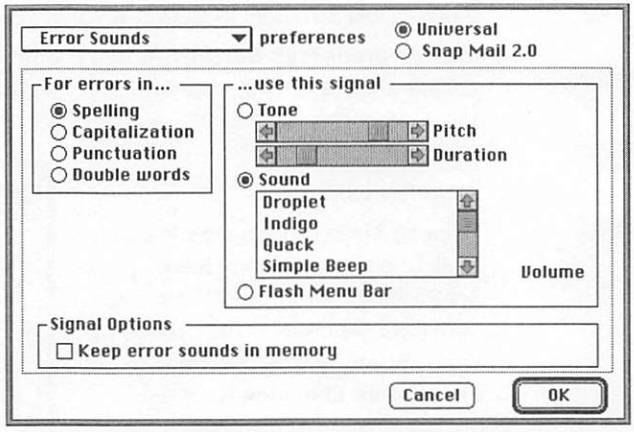

Figure 6-16. Error Sounds dialog

Volume

The **Volume** option determines how loud a tone or sound are when Spell Catcher signals an error. This setting is independent of the system sound volume set through the **Sound** control panel.

Keep error sounds in memory

The ☒ **Keep error sounds in memory** makes Spell Catcher keep any sounds chosen as error signals in your Macintosh's memory at all times. This option is provided primarily for PowerBook users to prevent the hard disk from spinning up every time a sound is required.

CHECK SELECTED

The **Check Selected** preferences determine how certain features behave when using the **Check Selected...** command.

GENERATE SUGGESTIONS AUTOMATICALLY

When ☒ **Generate suggestions automatically** is enabled, the suggestion process begins immediately whenever an error is detected. Otherwise, you will have to use the Suggest button in the **Check Selected** window to see suggestions.

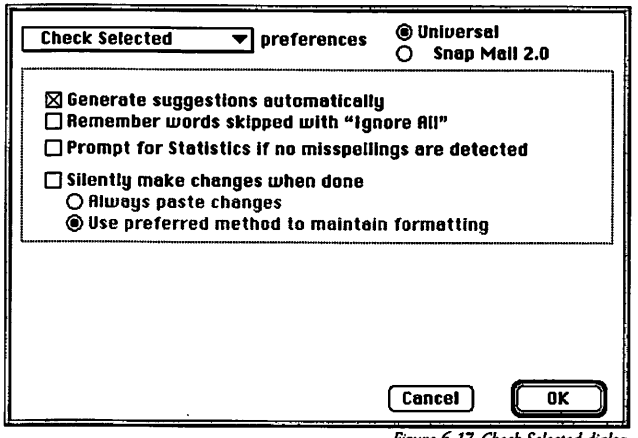

Figure 6-17. Check Selected dialog

REMEMBER WORDS SKIPPED WITH "IGNORE ALL"

When you use the Ignore All button in the **Check Selected** window, Spell Catcher ignores all occurrences of the indicated word for the remainder of that selection. If ☐**Remember words skipped with "Ignore All"** is enabled, however, Spell Catcher remembers the words to ignore after you are finished with that selection, and continues to ignore those words in subsequent selections. If you restart your Macintosh, the list of words to ignore is forgotten.

PROMPT FOR STATISTICS IF NO MISSPELLINGS ARE DETECTED

When ☒ **Prompt for Statistics if no misspellings are detected** is enabled, Spell Catcher will prompt you to check if you would like to see the statistics for your selection (For more information, see page 52 of the Reference section.).

SILENTLY MAKE CHANGES WHEN DONE

If ☐ **Silently make changes when done** is enabled, Spell Catcher skips its normal alert and automatically updates your document to reflect any changes made with **Check Selected...**. If the ○ **Always paste changes setting** is used, then Spell Catcher pastes the corrections regardless of whether formatting can be maintained. If ◉ **Use preferred method to maintain formatting** is selected, then Spell Catcher either pastes or uses an automated search and replace sequence, depending on which way best maintains formatting.

SHORTHAND GLOSSARY

EXPAND GLOSSARY ENTRIES DURING INTERACTIVE CHECKING

When ☒ **Expand glossary entries during interactive checking** is enabled, Spell Catcher expands any shorthand glossary abbreviations immediately when you type them.

EXPAND GLOSSARY ENTRIES WHEN CHECKING A SELECTION

When ☐ **Expand glossary entries when checking a selection** is enabled, Spell Catcher expands any shorthand glossary abbreviations that are contained in text you check with **Check Selected...**.

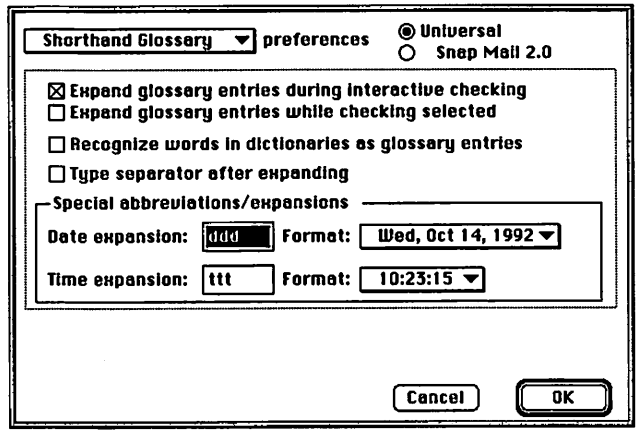

Figure 6-18. Shorthand Glossary dialog

RECOGNIZE WORDS IN DICTIONARIES AS GLOSSARY ENTRIES

Ordinarily, Spell Catcher only checks to see if a word is a shorthand glossary abbreviation after it has been flagged as a misspelling (that is, Spell Catcher cannot find the word in any active dictionary). When ☒ **Recognize words in dictionaries as glossary entries** is enabled, however, Spell Catcher checks every word you type to see if it is a glossary entry. This option slows Spell Catcher down considerably.

DATE EXPANSION

Date expansion: is a special shorthand glossary abbreviation which expands into the current date from your Macintosh's internal clock. The **Format:** pop-up menu lets you choose any of several formats to use for the date.

TIME EXPANSION

Time expansion: is a special shorthand glossary abbreviation which expands into the current time from your Macintosh's internal clock. The **Format:** pop-up menu lets you choose any of several formats to use for the time.

TYPE SEPARATOR AFTER EXPANDING

Type separator after expanding: allows glossary entries to be expanded before the separator character is typed. This is especially useful for those who work extensively with databases and spreadsheets.

THESAURUS

The **Thesaurus** preferences determine what information Spell Catcher includes in thesaurus entries and what type font and size Spell Catcher uses for the entries' display. Click the check boxes listed to have Spell Catcher's thesaurus list those items. Use the **Font:** pop-up menu to select the font to be used in the **Thesaurus Lookup** window.

MODIFY SELECTED

The **Modify Selected** preferences determine the general behavior of the items that appear in the **Modify Selected...** submenu in the Spell Catcher menu.

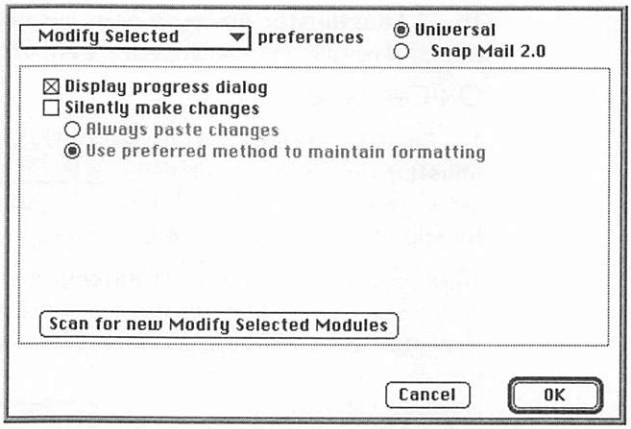

Figure 6-19. Modify Selected dialog

DISPLAY PROGRESS DIALOG

When ☒ **Display progress dialog** is enabled, Spell Catcher shows a progress bar that fills as the selection module works its way through the text in the selection.

SILENTLY MAKE CHANGES

If ☐ **Silently make changes** is enabled, Spell Catcher skips its normal alert and automatically updates your document to reflect changes made with a selection module. If the ○**Always paste changes** setting is used, then Spell Catcher pastes the changes regardless of whether formatting can be maintained. If ◉ **Use preferred method to maintain formatting** is selected, then Spell Catcher either pastes or uses an automated search and replace sequence, depending on which way best maintain formatting.

SCAN FOR NEW MODIFY SELECTED MODULES

Clicking **Scan for new Selection Modules** updates the **Modify Selected...** submenu to reflect the current contents of the Modify Selected Modules folder inside the Spell Catcher Folder. When the scan is complete, Spell Catcher will signal with a sound. The **Modify Selected...** submenu is automatically updated whenever your Macintosh is restarted.

GHOSTWRITER

GHOSTWRITER ON

The ☒ **Ghostwriter On** option determines whether or not Spell Catcher's **Ghostwriter** feature is enabled. When this option is turned off, the **On/Off Hotkey:** does nothing.

ON/OFF HOTKEY

The **On/Off Hotkey:** shows the special keyboard sequence that is used to temporarily disable the **Ghostwriter** feature. The default is ⌘ option G. To change the keyboard sequence, simply type the new sequence you wish to use. To remove the command equivalent select the command and hit ⌘ delete. For help, see the KEYBOARD SHORTCUTS appendix.

When you actually use the **On/Off Hotkey:**, it overrides the ☐ **Ghostwriter On** option to temporarily disable Spell Catcher's **Ghostwriter** feature. Ghostwriter remains disabled until the **On/Off Hotkey:** is typed again. For an indication of whether Ghostwriter is actually active at any given time, look at the Spell Catcher menu icon as described at the beginning of this chapter.

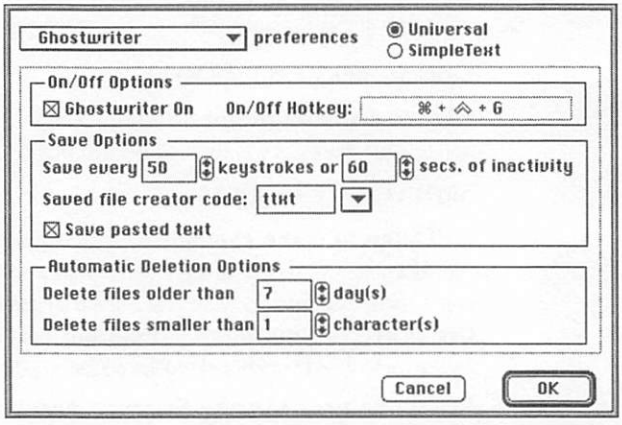

Figure 6-20. Ghostwriter dialog

SAVE KEYSTROKES COUNT

The first entry box in the **Save Options** line contains the number of keystrokes you must type before Spell Catcher saves the keystrokes to a Ghostwriter text file. The number can be changed by typing into the entry box, or by clicking on the small arrows to increase or decrease the number.

SAVE SECONDS COUNT

The second entry box in the **Save Options** line contains the number of seconds your Macintosh must be idle before Spell Catcher saves keystrokes to a Ghostwriter text file. The number can be changed by typing into the entry box, or by clicking on the small arrows to increase or decrease the number.

If the **secs. of inactivity** count is set to zero ("0"), then Spell Catcher will not save Ghostwriter text files when your Macintosh is idle. This option is particularly useful to PowerBook owners, who might not want their hard disks spinning up repeatedly.

Saved file creator code

The **Saved file creator code:** is the special, four-character signature that the Macintosh uses to determine what program the Ghostwriter file "belongs to." This code simply decides what program is used to open a Ghostwriter file when you double-click on it in the Finder, as well as what icon is used. Regardless of what you type for the **Saved file creator code:**, you can open Ghostwriter files with any text editor or word processor by using that program's **Open...** command.

The pop-up menu to the right of the **Saved file creator code:** entry box lists a number of popular text editors and word processors. Choosing an item from the menu puts the four-character code for that program into the entry box.

Save pasted text

When ☒ **Save pasted text** is enabled, Spell Catcher also saves text that you paste into a document into the Ghostwriter file. Without this option, Spell Catcher only saves text that is actually typed at the keyboard.

Delete Age

The first entry box in the **Automatic Deletion Options** area determines how many days Spell Catcher maintains a Ghostwriter text file before automatically deleting it. Set a number by typing into the entry box, or by clicking on the small arrows to increase or decrease the number. This number can only be changed for the **Ghostwriter** ◉ **Universal** settings.

Delete Size

The second entry box in the **Automatic Deletion Options** area determines the minimum number of keystrokes that you want Spell Catcher to keep a Ghostwriter text file for. Any files smaller than that number of keystrokes are automatically deleted. The number can be changed by typing into the entry box, or by clicking on the small arrows to increase or decrease the number.

Keyboard Shortcuts

The **Keyboard Shortcuts** preferences determine the keyboard equivalents for each item in the Spell Catcher menu.

To set a keyboard equivalent, first highlight the desired item in the scrolling **Menu command:** list, and then type the keyboard equivalent you wish to use. The new keys appears in a special Keyboard equivalent area, as well as in the **Menu command:** list. The **Legend** shows how the various modifier key symbols appear in the menu.

For help with setting keyboard equivalents, see the Keyboard Shortcuts appendix.

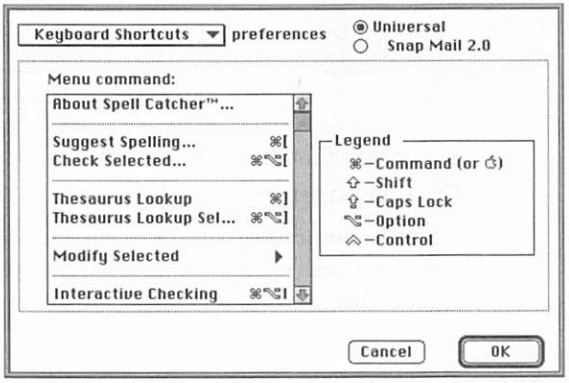

Figure 6-21. Keyboard Shortcuts dialog

CONTROL PANEL...

The **Control Panel...** command opens the Spell Catcher control panel directly. This command is merely a shortcut for opening the **Spell Catcher™** control panel.

SPELL CATCHER™ UTILITY

✎ *NOTE: The* **Spell Catcher™ Utility** *is provided for the benefit of advanced users; it is NOT required to access any of Spell Catcher's regular features.*

The **Spell Catcher™ Utility** is a separate application program that allows you to do four things:

- Create a new main dictionary.
- Permanently add words from a supplementary dictionary to a main dictionary.
- Sort the items in a supplementary dictionary or shorthand glossary.
- Convert a user dictionary from another program into a Spell Catcher supplementary dictionary.

The **Spell Catcher™ Utility** always displays a simple main window showing the name of the main dictionary file currently loaded for modification. Initially, there is no main dictionary loaded. Most of the menu commands in the **Spell Catcher™ Utility** have keyboard equivalents, which are listed in parentheses after each description below. For more help, see the KEYBOARD SHORTCUTS appendix.

FILE MENU

NEW MAIN DICTIONARY... (⌘N)

The **New Main Dictionary...** command displays a sequence of dialog boxes to let you create a new, empty main dictionary. The first dialog box allows you to set the size of the main dictionary file. Clicking on the small arrows will increase or decrease the size of the file.

✎ *NOTE: Every main dictionary is really just a hashing table into which any number of words can be added. (For an explanation of hashing and its inherent strengths and limitations, see* SPELLING IN SPELL CATCHER *in* CHAPTER 5*.) There is no absolute limit to how many words can be hashed into a main dictionary of a given size, but keep in mind that the more crowded a hashing table is, the more hashing errors you may encounter. The dictionary size dialog shows an approximate number of words that can be used reliably.*

After you choose a size, the second dialog box is a simple Save dialog which lets you name and choose a location for the new main dictionary file. After you click the Save button, the **Spell Catcher™ Utility** will keep your new main dictionary open for further modifications, displaying that dictionary's name in the main window.

OPEN DICTIONARY... (⌘O)

The **Open Dictionary...** command presents a simple Open dialog box to let you locate an existing main dictionary file you wish to open. After opening, the main dictionary's name appears in the **Spell Catcher™ Utility**'s main window.

Close (⌘W)

The **Close** command closes the current main dictionary file. If words have been added to the main dictionary but not yet saved, you are prompted to save the file. See the Warning under **Save Dictionary** below.

Save Dictionary (⌘S)

The **Save Dictionary** command saves the current main dictionary with any words that have been added. If no words have been added, or if the additions have already been saved, **Save Dictionary** is disabled.

✎ *WARNING: Additions that are saved to a main dictionary cannot be reversed, since the words that are added are permanently hashed into that dictionary's hashing table. Always keep a backup copy of your original, unmodified dictionaries in case you want to go back to them.*

Save Dictionary As...

The **Save Dictionary As...** command lets you save the current main dictionary and any words you have added into a new main dictionary file, leaving the original intact. You are presented with a simple Save dialog box that lets you name the new dictionary and choose a location for it.

Convert User Dictionary... (⌘K)

The **Convert User Dictionary...** command displays a sequence of dialog boxes to let you convert a user dictionary created with another program into a Spell Catcher supplementary dictionary. First, you are presented with a simple Open dialog box to let you locate an existing user dictionary. (Spell Catcher lets you open most user dictionaries stored in a text format.) Second, you are presented with a simple Save dialog box to let you enter a name and choose a location to save the converted supplementary dictionary.

Add Words From... (⌘A)

The **Add Words From...** command lets you permanently add the words from any supplementary dictionary file into the current main dictionary. You are presented with a simple Open dialog box to let you locate an existing supplementary dictionary file. Afterwards, you will see a dialog box telling how many words were added.

Quit (⌘Q)

The **Quit** command closes the current main dictionary file, and quits the **Spell Catcher™ Utility**. If words have been added to the main dictionary but not yet saved, you are prompted to save the file. See the Warning under **Save Dictionary** above.

Sort Menu

Sort Supplementary... (⌘R)

The **Sort Supplementary...** command lets you sort the contents of any supplementary dictionary, shorthand glossary, or search and replace list into alphabetical order. You are presented with a simple Open dialog box to let you locate the desired file. Afterwards you will see a dialog box telling how many items were sorted.

Case Sensitive

The **Case Sensitive** option, when enabled, makes the **Sort Supplementary...** command treat capital letters and lowercase letters as being different. (It actually bases the sort on the ASCII code for each letter, making all uppercase letters come before any lowercase ones.)

APPENDIX A: SPELL CATCHER TROUBLESHOOTING

If you believe that Spell Catcher is not operating correctly, please check the appropriate sections in this manual for help, consult the ReadMe, or try to find the problem in the descriptions and solutions listed below. If you are still unable to solve the problem, you can get help directly from Casady & Greene Technical Support.

An alert appears when my Macintosh starts up, saying Spell Catcher can't find its reference sources.

Spell Catcher gives this alert when it is unable to locate its reference sources on your disk. This usually indicates that the reference sources have been moved or renamed. You can use the procedure described in the CONFIGURATION section of CHAPTER 2 to relocate your reference sources.

Spell Catcher causes my documents to lose formatting after I check a selection or use a selection module.

Spell Catcher uses compatibility modules to maintain formatting when working with selections. For some programs, however, no compatibility module is available and formatting may be impossible to maintain.

It is also possible that your compatibility modules have been moved or were never installed. If you look inside your **System Folder**, you should see a folder named **Spell Catcher Folder**. Inside the **Spell Catcher Folder** should be a folder named **Compatibility Modules**. Inside the **Compatibility Modules** folder should be a number of individual compatibility modules. If they have been moved somewhere else, return them to the proper location. See the INSTALLATION section of CHAPTER 2 if you need help installing compatibility modules.

Spell Catcher can't check selections or use selection modules in Microsoft™ Word.

If either the **Copy** or **Paste** command is missing from *Word's* **Edit** menu, Spell Catcher will be unable to work with selections. See the section on **Commands...** in your *Microsoft™ Word* manual for help with adding commands to menus.

Spell Catcher signals a spelling error after every word.

A spelling error after every word indicates that Spell Catcher doesn't have a main dictionary available to check spelling. Make sure that your **Reference Sources** settings show at least one main dictionary in the **Reference sources list** and that the main dictionary name has a checkmark beside it. Also make sure that the **Dictionaries Loaded** option in the Spell Catcher menu is checked.

If the problem still persists, your Spell Catcher **Preferences** file has probably become corrupted. To fix this problem:

- Open the **Preferences** Folder inside your **System Folder** and locate the file named **Spell Catcher™ Preferences**.
- Drag **Spell Catcher™ Preferences** to the **Trash**, and choose the **Empty Trash** command from the Finder's **Special** menu.
- Restart your Macintosh, and Spell Catcher will automatically create a new **Spell Catcher™ Preferences** file.

Afterwards, you will have to reconfigure Spell Catcher and recreate any changes you made to the Spell Catcher settings. For help see CONFIGURATION in CHAPTER 2.

The "Thesaurus Lookup" commands in my Spell Catcher menu don't work.

Thesaurus Lookup... and **Thesaurus Lookup selected...** require the Large Thesaurus file in order to work. Make sure that Large Thesaurus appears in the **Reference sources list** in the **Reference Sources** settings, and that it has a checkmark beside it. If not, see CHAPTER 2 for help with installing and configuring the Large Thesaurus.

My Mac pauses for a few seconds every time I get an interactive signal.

If the **Suggest Spelling...** window is open, Spell Catcher pauses to generate suggestions after every error. The **Suggest Spelling...** window may be open even if you can't see it—it may be hidden behind your document window.

Spell Catcher slows down my Mac's keyboard response.

If **Recognize words in dictionaries as glossary entries** is on in the **Shorthand Glossary** settings, then Spell Catcher may slow down your typing considerably.

If turning that option off doesn't help, your Spell Catcher Preferences file has probably become corrupted. To fix this problem:

- Open the Preferences Folder inside your System Folder and locate the file named Spell Catcher™ Preferences.
- Drag Spell Catcher™ Preferences to the Trash, and choose the **Empty Trash** command from the Finder's **Special** menu.
- Restart your Macintosh, and Spell Catcher will automatically create a new Spell Catcher Preferences file.

Afterwards, you will have to reconfigure Spell Catcher and recreate any changes you made to the Spell Catcher settings. For help see CONFIGURATION in CHAPTER 2.

Spell Catcher won't check selections or use selection modules in Microsoft™ Word 5 footnotes.

If a hard carriage return is included in the selected text, *Microsoft™ Word 5* does not correctly handle copying and pasting the text. This is a known bug in *Microsoft™ Word 5*.

SAM Intercept (or another virus checker) says that Spell Catcher is making a suspicious change to an "LDEF" at startup.

Since Spell Catcher tries to operate harmoniously with all other programs, it automatically renumbers some of its own resources when it senses a potential conflict with another program. There is nothing abnormal or dangerous about the "LDEF" change, so your best option is to tell your virus checker to learn the behavior so it ignores it in the future.

APPENDIX B: KEYBOARD SHORTCUTS

The vast majority of Spell Catcher's features can be accessed from the keyboard, so that you don't have to interrupt your typing to use the mouse. This appendix gives a summary of the keyboard equivalents for Spell Catcher's commands.

To use a keyboard equivalent, you simply hold down any necessary modifier keys and type another single key. Spell Catcher responds exactly as if you had chosen the corresponding menu command or clicked the corresponding button.

MODIFIER KEYS

There are five basic modifier keys on most Macintosh keyboards (although some older keyboards lack the Control key). To save space, the following symbols are used for modifier keys:

CUSTOMIZABLE EQUIVALENTS

Since Spell Catcher works while other programs are running, it is possible that one of Spell Catcher's keyboard equivalents may conflict with a command from another program. For this reason, Spell Catcher lets you customize the keyboard equivalents which are susceptible to such conflicts—those for the Spell Catcher menu, and the Ghostwriter hot key (accessible through the Menu Keys settings and the Ghostwriter settings, respectively).

When you assign your own keyboard equivalents, Spell Catcher lets you use any of the following combinations:

- The Command key (with or without other modifier keys) and any other key, except Delete or Backspace.
- The Control key (with or without other modifier keys) and any other key, except Delete or Backspace.
- Any function key (F1 through F15), if available.
- Any special key (like help, home, or end), if available.

If you want to remove a keyboard equivalent in the Menu Keys settings, type the Delete or Backspace key. If you want to remove the hot key from the Ghostwriter settings, hold down the Command key and type the Delete or Backspace key.

NOTE: *The keys on the numeric keypad are not interchangeable with their counterparts on the regular keyboard. In other words, if a keyboard equivalent was defined on the numeric keypad, you have to use the numeric keypad to invoke that command, and vice versa. In the Settings window or in the Spell Catcher menu, numeric-keypad keys appear as a number or symbol in a box.*

Spell Catcher Menu

Only the five most common commands in the Spell Catcher menu have standard keyboard equivalents, although any command can be assigned an equivalent through the **Keyboard Shortcuts** preferences.

The standard menu-command equivalents are intentionally unusual choices, to be compatible with as many programs as possible. The symbolic form of each equivalent is shown next to the corresponding command in the Spell Catcher menu. These keyboard equivalents are also described below:

- Suggest Spelling...: ⌘-[([ ). On the keyboard the open bracket is usually located to the right of the "p"
- Check Selected...: ⌘-option-[([ ).
- Thesaurus Lookup "word": ⌘-] ( ]). On the keyboard the closing bracket is usually located to the right of the open bracket.
- Thesaurus Lookup Selected...: ⌘-option-] ( ]).
- Interactive Checking: ⌘-option-I.

Ghostwriter

The default Ghostwriter hot key is Command–Option–G.

OTHER EQUIVALENTS

Any time you see a simple button with a heavy border around it, you can press the keyboard Return or Enter key as an equivalent. In addition, Command–W, Command–Q, Command–period (.), and Command–escape are often equivalents for a window's Cancel button or close box.

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How To Get In Touch With Casady & Greene

If you need to get in touch with our tech support staff, please be ready to give us the following information...

1. Your *Spell Catcher* version and serial number.
2. A description of your system configuration, including...

   Macintosh System Model
   System Software Version
   System RAM
   Startup Files in use on your system

3. A detailed description of your problem including where and when it happens.

We'll probably be able to give you the most help if you're sitting in front of your computer and can take some time to work with us in solving your problem.

Technical support is available by phone Monday - Friday from 8:30am–4:30pm PST.

Casady & Greene Technical Support: ***408/484-9228***
Casady & Greene FAX: ***408/484-9218***

Online Services:

The latest information about all of Casady & Greene's products, software updates, and additional solution templates are available on our World Wide Web site:

http://www.casadyg.com

We can also be contacted on the following services—

America Online: ***CasadyGree*** —or— *Keyword:* ***Casady***
AppleLink: ***D0063***
CompuServe: ***71333,616*** —or— ***GO CASADY***
E-Mail address: ***tech@casadyg.com***